

# Retention and Classification Report

**Agency:** Metropolitan Water District of Salt Lake & Sandy (Utah) (3394)  
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Sandy, UT 84093  
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**Records Officer:** Annalee Munsey

27701 \*Bacteriological Quality Analyses reports  
27702 \*Chemical/radiological analyses  
27728 Radio licenses  
27426 Salt Lake Aqueduct acquisition files

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27701

3

**TITLE:** Bacteriological Quality Analyses reports

**DATES:** 2011.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office for 7 years and then destroy.

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27701

**TITLE:** Bacteriological Quality Analyses reports

(continued)

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 2.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27702

3

**TITLE:** Chemical/radiological analyses

**DATES:** 2011.

**ARRANGEMENT:** Numerically within document locator

**DESCRIPTION:**

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain 19 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 17 years and then transfer to lab for 2 years..

Paper: Retain in Office for 17 years and then transfer to lab for 2 years.

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27702

**TITLE:** Chemical/radiological analyses

(continued)

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27728

3

**TITLE:** Radio licenses

**DATES:** 2011-

**ARRANGEMENT:** Numerically by document locator number.

**DESCRIPTION:**

The purpose and use of these records is to store licenses that allow the District to run the radio system. It includes FCC licenses which establish the transmitter frequencies, call signs, issue date, and expiration date of the broadcast repeater stations.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2011.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

Legal  
47 CFR 74

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Metropolitan Water District of Salt Lake & Sandy (Utah)

**SERIES:** 27426

3

**TITLE:** Salt Lake Aqueduct acquisition files

**DATES:** 1936-

**ARRANGEMENT:** Numerical by tract number

**DESCRIPTION:**

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 13.

These records have indefinite administrative value.

**PRIMARY CLASSIFICATION:**

Public