Retention and Classification Report

Agency: Uintah Animal Control and Shelter Special Service District (Utah) (3485)
1387 East 335 South
Vernal, UT 84078
435-781-7297

Records Officer Christina Williams

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AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27729 3
TITLE: Administrative Control Board meeting agenda
DATES: 2006-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 7.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 2 years and then destroy provided they are not part of the official meeting minutes.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27727 3
TITLE: Administrative Control Board meeting minutes
DATES: 2006-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency administrative control board meetings. They are adopted and approved by the District board during their next meeting. The minutes include the date, time, and meeting place; members present and absent; substance of all matters proposed,discussed, or decided, and record, by individual member,of votes taken; the names of citizens who appeared and the substance of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27727
TITLE: Administrative Control Board meeting minutes

(continued)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(32) (2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27724 3
TITLE: Animal adoption contract
DATES: 2007-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27724
TITLE: Animal adoption contract

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(j)(i); 63G-2-302(2)(d)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27723 3
TITLE: Animal bite reports
DATES: 2007-
ARRANGEMENT: Numerical by case, as generated by dispatch
DESCRIPTION:

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 9.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27723
TITLE: Animal bite reports

(continued)

Protected. 63G-2-305

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27613 3
TITLE: Animal control case reports
DATES: 2007-
ARRANGEMENT: Numerical by case, as generated by dispatch.
DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

AUTHORIZED: 01/31/2011

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy provided the report is not part of the case file..

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27613
TITLE: Animal control case reports

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27719 3
TITLE: Animal control end of month report
DATES: 2007-
ARRANGEMENT: Chronological by year and thereunder by month
DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION:

Retain 5 years after last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/14/2015

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 5 years and then delete.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27719
TITLE: Animal control end of month report

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27614 3
TITLE: Animal control evidence disposition records
DATES: 2009-
ARRANGEMENT: numerical by case number
DESCRIPTION:

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 56.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27614
TITLE: Animal control evidence disposition records

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27615 3
TITLE: Animal control evidence logs
DATES: 2009-
ARRANGEMENT: numerical by case number
DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 19.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy provided the record is not part of case file..

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27615
TITLE: Animal control evidence logs

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27617 3
TITLE: Animal control firearms disposal records
DATES: undated
ARRANGEMENT: Chronological by year and then by serial number
DESCRIPTION:

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 26.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27617
TITLE: Animal control firearms disposal records

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27618 3
TITLE: Animal control firearms inventory cards
DATES: 2009-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 27.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 2 years after disposal of firearms and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27618
TITLE: Animal control firearms inventory cards

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27616 3
TITLE: Animal control firearms qualification records
DATES: 2009-
ARRANGEMENT: chronological by year
DESCRIPTION:

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 25.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Agency Record Center for 2 years after separation or termination of employee and then destroy.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27616
TITLE: Animal control firearms qualification records

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27596 3
TITLE: Animal in-take forms
DATES: 2007-
ARRANGEMENT: Numerical by impound/log number
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/14/2015

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27596
TITLE: Animal in-take forms

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27634 3
TITLE: Animal quarantine notice
DATES: 2008-
ARRANGEMENT: Alphanumerically by case number and then by year. Attached to bite reports and/or animal control case reports.

DESCRIPTION:

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 9.

AUTHORIZED: 01/20/2011

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.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27634
TITLE: Animal quarantine notice

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27611 3
TITLE: Animal Shelter End of Month Report
DATES: 2007-
ARRANGEMENT: Chronological by year and thereunder by month
DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION:

Retain 5 years after last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/14/2015

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 5 years after event and then delete.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27611
TITLE: Animal Shelter End of Month Report

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27792 3
TITLE: Animal shelter receipt book
DATES: 2007-
ARRANGEMENT: chronological by year thereunder numerical by receipt book number

ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are receipts issued for money received into entity accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 16.

AUTHORIZED: 09/26/2011

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.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27792
TITLE: Animal shelter receipt book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27730 3
TITLE: Annual animal control statistics report
DATES: 2007-
ARRANGEMENT: Chronological by specific year
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/14/2015

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 permanently.

Paper: Retain in Office permanently.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27730
TITLE: Annual animal control statistics report

(continued)

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27612 3
TITLE: Annual animal shelter report
DATES: 2007-
ARRANGEMENT: Chronological by specific year
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION:

Retain permanently

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 1.

AUTHORIZED: 12/29/2010

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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 70 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years and then transfer to Agency

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27612
TITLE: Annual animal shelter report

(continued)

Record Center. Retain in Agency Record Center for 70 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28217 3
TITLE: Annual district activities report
DATES: 2007-
ARRANGEMENT: Chronologically by year.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain 6 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

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.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
The Annual Report documents the history of the Uintah Animal Control and Shelter and summarizes the activities of the year, including financial statistics and policies changes.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28217
TITLE: Annual district activities report

(continued)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27610 3
TITLE: Approved animal adoption application
DATES: 2007-
ARRANGEMENT: alphabetical by last name
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are applications received prior to the actual adoption of an impounded animal. They are used to determine the suitability of a potential adopter, their compliance with existing municipal and county ordinances and the best placement for the welfare of the animal and the community.These records contain the name of the potential adopter, physical address, phone numbers,and drivers license number, information about their home environment, yard, fence or kennel set up, number of animals owned currently, whether these animals are spayed or neutered, vaccinated and have a current dog license if applicable. These records also contain questions on what the adopter expects or wants from the animal, and what they are willing to do to work with the animal in such areas as obedience training, house-breaking, crate training, exercise, socialization, housing, grooming, etc.

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27610
TITLE: Approved animal adoption application

(continued)

Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27720 3
TITLE: Controlled substances euthanasia license records
DATES: 2007-
ARRANGEMENT: Chronological thereunder by individual license holders names
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the annual registration process required to purchase and dispense controlled substances in accordance with 21 CFR 1301.21 (1993). These substances are used for the disposing of unwanted animals. These records must include the license, copy of the application, and related correspondence.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 11.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 5 years after expiration of license and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27720
TITLE: Controlled substances euthanasia license records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27717 3
TITLE: Controlled substances euthanasia log
DATES: 2007-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 12.

AUTHORIZED: 07/13/2011

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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27717
TITLE: Controlled substances euthanasia log

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27620 3
TITLE: Discharge of firearm report
DATES: 2009-
ARRANGEMENT: chronological by date and numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 5 years and then destroy provided the record is not part of the case file.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27620
TITLE: Discharge of firearm report

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27716 3
TITLE: Dog license records
DATES: 2007-
ARRANGEMENT: Can be accessed by owner name, and/or license number and year
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 6.

AUTHORIZED: 07/13/2011

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 4 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27716
TITLE: Dog license records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28095 3
TITLE: Dog surrender questionnaire
DATES: 2012-
ARRANGEMENT: Numerical by impound number.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 3.

AUTHORIZED: 01/04/2013

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.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative
Retention for these records is based on their relation to adoption and surrender documents.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28095
TITLE: Dog surrender questionnaire

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27598 3
TITLE: Equine owner surrender form
DATES: 2009-
ARRANGEMENT: Numerical by year.

ANNUAL ACCUMULATION:
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 3.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27598
TITLE: Equine owner surrender form

(continued)

APPRAISAL:

Administrative Legal
Utah Agricultural Code Title 4 chapter 24, section 4-24-11 and 4-24-12

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27601 3
TITLE: Found animal reports
DATES: 2007-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain 4 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 42.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 4 months and then destroy.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27601
TITLE: Found animal reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27654 3
TITLE: Kennel cards
DATES: 2007-
ARRANGEMENT: Alphanumerically by impound number
ANNUAL ACCUMULATION:
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 3.

AUTHORIZED: 03/01/2011

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27654
TITLE: Kennel cards

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27593 3
TITLE: Livestock auction/claim book
DATES: 2007-
ARRANGEMENT: Receipt book form thereunder numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal
Utah Agricultural Code Title 4

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27593
TITLE: Livestock auction/claim book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27721 3
TITLE: Loss control inspection reports
DATES: 2007-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain 12 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 5.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 12 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27721
TITLE: Loss control inspection reports

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(24)(2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27718 3
TITLE: Master logs
DATES: 2007-
ARRANGEMENT: Chronological by year thereunder by month
ANNUAL ACCUMULATION:
DESCRIPTION:

These logs record all animals brought into the animal shelter. They may include date animal was brought in, breed, sex, color, location picked up, owner's name, and information on disposition of animal (whether adopted or euthanized).

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 7.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27718
TITLE: Master logs

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27599 3
TITLE: Micro-Chip tracking cards
DATES: 2007-
ARRANGEMENT: alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 6.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27599
TITLE: Micro-Chip tracking cards

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27600 3
TITLE: Missing animal reports
DATES: 2007-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain 4 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 42.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 4 months and then destroy.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27600
TITLE: Missing animal reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27597 3
TITLE: Owner surrender form
DATES: 2007-
ARRANGEMENT: Numerical by impound and log number
ANNUAL ACCUMULATION:
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 3.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27597
TITLE: Owner surrender form

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27592 3
TITLE: Owner/Agent claim contract
DATES: 2007-
ARRANGEMENT: alphabetical by name.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal
Utah Municipal Code Chapter 17

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27592
TITLE: Owner/Agent claim contract

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(j)(i); 63G-2-302(2)(d)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28097 3
TITLE: Patient Chart
DATES: 2012-
ARRANGEMENT: Chronological by month, thereunder numeric by impound number
ANNUAL ACCUMULATION:
DESCRIPTION:

This list contains all records of additional medication, deworming required or necessary for the care of the animal, that is administered, (includes dosage amounts, frequency and by whom,) for any animal that is ill upon intake/impound or becomes ill during its impound period. By law all shelters are required to provide medical care for impounded ill and/or injured animals. It was created to track and record all vaccinations and medications given to the animal while under impound until final disposition of claim, adopt or euthanasia.

RETENTION:

Retain 5 years after last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/14/2015

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.

Paper: Retain in Office for 5 years after event and then destroy.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28097
TITLE: Patient Chart

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28493 3
TITLE: Pre-adoption animal evaluation audio/videos
DATES: 2010-
ARRANGEMENT: Chronological by date, thereafter by impound number
ANNUAL ACCUMULATION:
DESCRIPTION:

These audio/video recordings document and determine an animal's temperament and suitability for adoption and placement in the community, or release to a 501(c)(3) animal rescue group for fostering and/or adoption placement.

RETENTION:

Retain 4 years.

DISPOSITION:

.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 04/29/2014

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 4 years and then delete.

APPRAISAL:

Administrative Legal
These audio/video recordings are retained in addition to the paperwork for the four year retention schedule on an adopted animal or an animal released to a rescue group. These recordings are also documentation that when the animal was adopted out or placed with rescue they did not show any signs of aggression or other behaviors which would make them unsuitable for adoption.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28493
TITLE: Pre-adoption animal evaluation audio/videos

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28496 3
TITLE: Pre-adoption written animal evaluation
DATES: 2010-
ARRANGEMENT: Chronological by date, thereafter by animal impound number
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years.

DISPOSITION:

.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 04/29/2014

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.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Legal
These records document that at the time of an animal's adoption or placement with a rescue, that animal did not show any signs of aggression or other behaviors which would make them unsuitable for adoption.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28496
TITLE: Pre-adoption written animal evaluation

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27722 3
TITLE: Proof of publication records
DATES: 2007-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION:

Retain 6 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27722
TITLE: Proof of publication records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27635 3
TITLE: Rabies test request forms
DATES: 2007-
ARRANGEMENT: Alphabetically by last name and then numerically by year.
ANNUAL ACCUMULATION:
DESCRIPTION:

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 9.

AUTHORIZED: 01/20/2011

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.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27635
TITLE: Rabies test request forms

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Private:UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27619 3
TITLE: Remote chemical immobilization drug log
DATES: 2009-
ARRANGEMENT: numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION:

Retain 2 years (21 CFR 1304.03 (1993)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 12.

AUTHORIZED: 12/29/2010

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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27619
TITLE: Remote chemical immobilization drug log

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27725 3
TITLE: Resolutions
DATES: 2011-
ARRANGEMENT: Chronological by year, thereunder numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 06/07/2011

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.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27725
TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27633 3
TITLE: Sharps injury log
DATES: 2008-
ARRANGEMENT: Chronological by date and year.
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports are used for the reference and generation of claim files.

RETENTION:

Retain 12 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 3.

AUTHORIZED: 01/20/2011

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.

Paper: Retain in Office for 12 years and then destroy.

APPRAISAL:

Legal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27633
TITLE: Sharps injury log

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27632 3
TITLE: Snow removal log
DATES: 2008-
ARRANGEMENT: Numerical by year
ANNUAL ACCUMULATION:
DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 3.

AUTHORIZED: 01/20/2011

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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Legal
required by OSHA

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27632
TITLE: Snow removal log

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27631 3
TITLE: Standard operating policy manual
DATES: 2007-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 03/11/2015

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.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27631
TITLE: Standard operating policy manual

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28502 3
TITLE: Transitory Correspondence
DATES: 2010-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain Until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 42.

AUTHORIZED: 05/16/2014

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 until until administrative need ends and then delete.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28502
TITLE: Transitory Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27602 3
TITLE: Visitor registration log book
DATES: 2007-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are used to keep a registration log of all visitors to the animal shelter facilites. These records contain the visitor's name, physical address, phone number and date of visit.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 16, Item 15.

AUTHORIZED: 07/31/2013

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27602
TITLE: Visitor registration log book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27594 3
TITLE: Waiver of liability for small animals
DATES: 2007-
ARRANGEMENT: alphabetical, attached to claim and adoption forms at time of transaction
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27594
TITLE: Waiver of liability for small animals

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27595 3
TITLE: Waiver of liability livestock
DATES: 2007-
ARRANGEMENT: by year and then by numerical sequence
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 8.

AUTHORIZED: 12/28/2010

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.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27595
TITLE: Waiver of liability livestock

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. 63G-2-302