

Retention and Classification Report

Agency: Weber County Mosquito Abatement District (Utah) (2238)

505 West 12th Street
Ogden, UT 84404
801-392-1630

Records Officer: _____

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AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10962

3

TITLE: Accounts payable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10963

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11027

3

TITLE: Air spray report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10964

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The final annual financial plan approved by the agencies council for all expenditures.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10965

3

TITLE: Annual financial report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire agency or a specific departments. These reports usually include a statement on the value of all agency owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10966

3

TITLE: Annual fixed asset report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10967

3

TITLE: Annual reports

DATES: undated

ARRANGEMENT:

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 permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10968

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the agencies financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10969

3

TITLE: Bank deposit books

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10970

3

TITLE: Bank statements

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the agency showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10929

3

TITLE: Barrow pit drainage records

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the office

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11030

3

TITLE: Bite count report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a report used by the field director to determine if mosquitos in a specific area are creating a problem for the public. Includes date, time, area, species and number, total, hours of the day, temperature, wind, and collector.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10971

3

TITLE: Budget information files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain for 2 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10972

3

TITLE: Budget reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10973

3

TITLE: Buildings and grounds maintenance logs

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10974

3

TITLE: Certification of bond redemption and destruction

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of bonds then file in Bond Issue Files.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10975

3

TITLE: Check copy file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11024

3

TITLE: Contracts and agreements files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10978

3

TITLE: Daily work logs

DATES: undated

ARRANGEMENT:

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 for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10979

3

TITLE: Deposit slips

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11032

3

TITLE: Drainage and easement records

DATES: 1947-

ARRANGEMENT: Alphabetical by drainage location

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This record is used to maintain the location of drains that have been dug and who is responsible for their upkeep. Includes name of district, owner name, date, feet dug, feet cleared, date finished, other work, hours, and operator.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based on the administrative and legal need of the agency. UCA 57-18-3 states acquisition of conservation easements.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10980

3

TITLE: Easement file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10981

3

TITLE: Emergency and other personal leave files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10976

3

TITLE: Employee bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1987)).

RETENTION:

Retain for 4 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

AUTHORIZED: 06-18-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10982

3

TITLE: Employee earnings history record file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of employee and then place in personnel file.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Information that is listed under UCA 63G-2-301 (1b)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11028

3

TITLE: Encephalitis surveillance report

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is used by the Utah State Health Department to verify danger of encephalitis in certain areas of the state. These tests are conducted by the mosquito abatement districts and include type of tests, flock, draw number, draw date, report date, and bird number.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10984

3

TITLE: Equipment maintenance and repair records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10977

3

TITLE: Fidelity bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is the agency treasurer's bond to protect the agency and to guarantee fidelity of treasurer. Bond usually covers four years and "may be set by resolution, ordinance or policies in any amount, not less than that established by the state money management council" (UCA 10-3-821).

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-18-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11033

3

TITLE: Fish planting records

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These records are used to document the planting of fish each year, and determine if replanting is necessary. Fish are planted in small ponds around the district to consume the mosquito larva. Includes date, area, condition, number of fish planted, hours, and operator.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10985

3

TITLE: Fuel records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10930

1

TITLE: Gas chart records

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10986

3

TITLE: Gasoline sales tickets

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fuel records, GRS-112.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10983

3

TITLE: Grant files original applications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11026

3

TITLE: Hazardous waste disposal report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record is used to verify disposal of hazardous waste at the county land fill. Includes Environmental Protection Agency identification number, name, address, phone number, date shipped, Department of Transportation shipping description, hazard class, quantity, units, container type, immediate response information, special handling instructions, generators signature, and dates.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10987

3

TITLE: Insurance deduction files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10988

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10989

3

TITLE: Insurance reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10990

3

TITLE: Investment accounting

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10991

3

TITLE: Investment register

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10992

3

TITLE: Job opening files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10993

3

TITLE: Lease files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination of lease and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10994

3

TITLE: Leave data files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11029

3

TITLE: Light trap report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These reports are used to document the numbers of mosquitos that are trapped each night in light traps. This information is used to determine if the spraying in the area was adequate. The reports include: night, location, truck number, date, weather, trap number, and number of mosquitos trapped.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11006

3

TITLE: Maintenance complaint/request files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10996

3

TITLE: Medical and dental insurance claim files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-01-2011

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10997

3

TITLE: Minutes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10997

TITLE: Minutes

(continued)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11003

3

TITLE: Notary bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (2003)).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11031

3

TITLE: Occupational Safety and Health Administration (OSHA) survey report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This report is used to verify the number of employees and hours worked. Includes employees name, annual attendance, total hours, nature of business, and any other non-work time.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10998

3

TITLE: Payroll files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10999

3

TITLE: Payroll warrant register

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 7 year(s) after final action or

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy provided individual earnings records are kept, if not 58 yr.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11001

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Private

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11001

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1b)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11004

3

TITLE: Purchase orders

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11005

3

TITLE: Receipt books

DATES: undated

ARRANGEMENT:

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 for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11007

3

TITLE: Recorder charts

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11008

3

TITLE: Resolutions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the district 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 agency services, establishing policies and guidelines, and regulating the use and operation of agency property (UCA 10-3-717).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11009

3

TITLE: Retirement records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1b)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11010

3

TITLE: Route maps

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11012

3

TITLE: Service requests

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION:

Retain for 6 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after maintenance completed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11013

3

TITLE: Special improvement bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until paid or cancelled (UCA 11-14-14(2c) and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11014

3

TITLE: State treasurer's accounting statements

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11015

3

TITLE: Supervisor's daily/weekly reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11016

3

TITLE: Telephone bills

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the actual bills for telephone service and long distance toll charges.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11017

3

TITLE: Time and attendance report files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11018

3

TITLE: Travel reimbursement files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document requests made by travelers for reimbursements of out of pocket expenses.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11019

3

TITLE: Vehicle assignment records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11020

3

TITLE: Vehicle maintenance records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11021

3

TITLE: Vehicle registration certificates

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until disposition and then transfer with vehicle.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11022

3

TITLE: Wage survey files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain until completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1b)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11023

3

TITLE: Work order log

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public