

## Retention and Classification Report

**Agency:** Davis County (Utah). Health Department (2469)

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**Records Officer:** \_\_\_\_\_

30020	Aging activity program reports
29746	Aging patient client case files.
30021	Certified vital record applications
29814	Establishment permit records
29818	Health and safety permit records
29747	Health patient and client case files
29806	Professional permit records
29896	Settlement conference agreements

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 30020

3

**TITLE:** Aging activity program reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological by event date.

**DESCRIPTION:**

These records document program activity reports relating, but not limited, to meal planning activities such as congregate reservation lists, home-bound meal route sheets, as well as reports from RSVP and any other pertinent aging programs . Information may include activity center name, dates, participant names, days of the week, indication of date reservations were made for congregate or home delivered meals, whether meals were served, if the participant is a volunteer, volunteer locations..

**RETENTION:**

Retain for 7 year(s) after final action

**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 until scanned and then destroy.

Computer data files: Retain in Office for 7 years after activity or event and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 30020

**TITLE:** Aging activity program reports

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2019).

**SECONDARY DESIGNATION(S):**

Exempt. Code of Federal Regulation 1321.51

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29746

3

**TITLE:** Aging patient client case files.

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

Documentation relating to aging program participants private health information. May include information such as physician name, social security numbers, signatures, financial information, caregiver information, as well as assessments, medical history, physician rights forms, summary sheets, nurses notes, dates service started or stopped or any other pertinent client information.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29746

**TITLE:** Aging patient client case files.

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(1)(b)(2018)

**SECONDARY DESIGNATION(S):**

Controlled.                      Utah Code 63G-2-304(2008)

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 30021

3

**TITLE:** Certified vital record applications

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by applicants last name

**DESCRIPTION:**

These applications are used to request certified copies of birth, death, marriage, divorce, and stillbirth certificates. They include but are not limited to identifying information such as birth date, city of birth of the individual whose birth certificate is being requested, the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested, the name, year, and state of birth of the individual's parents, reason for the request, request date. Death date, deceased's name, place of death, county birthplace of decedent, usual residence of decedent, name of father, mother, reason for requesting including relationship to person whose certificate is requested, signature of applicant, address, phone, date. Bride and Groom's name, marriage date, marriage location; husband's name, wife's name, date of divorce, place of divorce, date of marriage, place of marriage. Child's full name, date of delivery, place of delivery, father's name, birthplace of father, mother's maiden name, birthplace of mother. Requestor information such as relation, address, phone number, signature; number of requested copies and fee amount

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 30021

**TITLE:** Certified vital record applications

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29814

3

**TITLE:** Establishment permit records

**DATES:** 1979-

**ARRANGEMENT:** Numeric by permit number

**DESCRIPTION:**

These records document the application and issuance of permits to operate mobile and fixed food establishments, temporary food vendors and temporary mass gatherings for fair and other local events, swimming pool facilities, Waste Hauler permits, body art, E-Cig, tanning and other facilities overseen by this Division.

All applicants sign a statement agreeing to comply to all applicable Davis County Regulations. The permit may be revoked for noncompliance. Records types may be applications, permits, or inspection records and may include the establishment name, address, telephone number, mailing address, legal ownership (whether individual, corporation, or partnership), address, and telephone number, property owner's name; if a temporary permit, its inclusive dates; name of event, time, location, property owner, person-in-charge (PIC), applicant's signature, inspection date, establishment type, classification, permit number, seating, bays, square footage, and date permit issued; floor plans, equipment schedules, plumbing plan and schedule, lighting plan, surface finish schedule, and equipment details. Types of records may be plan review documents, pre-opening and routine inspections, follow-up inspections, permit application, copies of permits, permit suspension records, etc.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.



**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29814

**TITLE:** Establishment permit records

(continued)

Computer data files: Retain in Office for 3 years after expiration of permit and then delete.

**APPRAISAL:**

These records have administrative value(s).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2020.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29818

3

**TITLE:** Health and safety permit records

**DATES:** 1979-

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

Health and safety documents including, inspection forms, applications, voluntary merchandise destruction records, hold order forms, notices of embargo and hold order release forms for actions taken after the inspection of facilities (day care, child care, health facilities, nursing facilities, hospitals, nursing homes, group homes, jails or any place serving or selling food; swimming pools, kennel inspections, stores, restaurants, preschools, Job Corp), to insure facility meets state and county health and safety regulations. May include facility name, address, owner's or operator's name and facility type, license recommendation (approved, denial, conditional), indication of any violations in various categories including personnel, medical, physical facilities and equipment, housekeeping, safety; signatures of owner or operator and environmental health officer, date of inspection, necessary comments, and deadlines for correction of violations. Merchandise destruction records may include a statement certifying that merchandise was voluntarily destroyed in an approved manner, a listing of articles destroyed including: quantity, size, weight and reason for destruction, signatures of firm's representative and department's agent and date.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29818

**TITLE:** Health and safety permit records

(continued)

Computer data files: Retain in Office for 3 years after facility closes or after 5 most current inspection.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29747

3

**TITLE:** Health patient and client case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by patient's last name.

**DESCRIPTION:**

Program documentation relating to client or patient medical information. Client programs include but are not limited to Baby Your Baby, Child Health Evaluation Care (CHEC) target area reports, Immunization records including consent cards, United Way Dental Services, Target Case Management (TCM), Nurse Family Partnership (NFP) or any other appropriate health programs. May include physical, dental, pharmaceutical, medical history, treatments, notes, reports, forms, memorandums, examinations, assessments, and all other related materials. Personal information such as client name, date of service, date of birth, address, telephone number, signatures, and social security numbers.

**RETENTION:**

Retain for 22 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 22 years after patient's date of birth and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29747

**TITLE:** Health patient and client case files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(b)(2018).

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304(2008).

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29806

3

**TITLE:** Professional permit records

**DATES:** 1980-

**ARRANGEMENT:** Numeric by permit number

**DESCRIPTION:**

These records document the professional permit application for individuals seeking to operate certain businesses in the county, records include; Pool/Spa Operator Permits, Certified Food Safety Permits, Food Handler Permits, Emission Tests, Repair Technician and Inspection/Maintenance Certification. These records include the applicants name, address, telephone number, birth date, date of application, issue date, permit number, and expiration date of permit. If applicable records may also include test and exam records, employers name, address of employment and permit payment information.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29806

**TITLE:** Professional permit records

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301 (2018).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29896

3

**TITLE:** Settlement conference agreements

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of agreement

**DESCRIPTION:**

These agreements are made during informal settlement proceedings. The proceedings provide an equitable and uniform method for administering and resolving disputes between the Department and parties alleged to have violated laws, ordinances, regulations and orders under the jurisdiction of the Department. The agreements outline the facts of the violations, a stipulation of events from the settlement conference and are signed by both parties.

**RETENTION:**

Retain until resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office until resolution of issue and then delete.

**APPRAISAL:**

These records have legal value(s).

These proceedings provide an equitable and uniform method for administering and resolving disputes between the Davis County Department of Health and parties alleged to have violated laws, ordinances, regulations and orders under the jurisdiction of the Department. The agreements outline the facts of the violations, a stipulation of events from the settlement conference and is signed by both parties.



**AGENCY:** Davis County (Utah). Health Department

**SERIES:** 29896

**TITLE:** Settlement conference agreements

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected