

Retention and Classification Report

Agency: Utah County (Utah). City/County Health Department (2475)

589 South State Street
Provo, UT 84606
801-370-8700

Records Officer: _____

10698	Air spray daily test listing
10695	Daily mosquito abatement worksheet
10696	Mosquito abatement complaint form
10694	Ultra-low volume spray report

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10698

1

TITLE: Air spray daily test listing

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This list serves as a daily index to mosquito spraying. It includes job number, date, inspector, county address, descriptive location, air time, and spray.

RETENTION:

Retain for 4 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 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10695

3

TITLE: Daily mosquito abatement worksheet

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This worksheet documents the identification of specific mosquito species and their location and quantity. The form includes inspector's name, district number, date, general weather, county address, species, water source, air and water temperatures, depth, fish, acres treated, pesticide amount and time.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10696

3

TITLE: Mosquito abatement complaint form

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms document mosquito complaints received and investigated by the local health department. They are used to identify heavy mosquito populations. The form includes complaint form number, complainant's name, address, and telephone number; county location; comments; evaluation; action taken; whether complainant contacted; whether literature distributed; and signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10696

TITLE: Mosquito abatement complaint form

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10694

3

TITLE: Ultra-low volume spray report

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report form documents the usage of ultra-low (ULV) spray chemicals including the location and amount used in mosquito spraying. The form includes the inspector's name, date and time, county address, estimated acreage, mosquito species, dip count, log, landing count and comments, sprayer instructions, treatment report and inspection report including a map of area sprayed.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the health department.

PRIMARY DESIGNATION:

Public