Retention and Classification Report

Agency: Davis County (Utah). Information Systems Department (2482)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

11109	Accounts receivable
11112	Cost analyses
11757	General administrative correspondence
11116	Information Service Team (IST) minutes
11119	Internal request forms
11118	Personnel files
11117	Policies and procedures

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11109 1
TITLE: Accounts receivable
DATES: undated
ARRANGEMENT: None
DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11112 3
TITLE: Cost analyses
DATES: 1983-
ARRANGEMENT: Alphabetical by department
DESCRIPTION:

These analyses document cost studies undertaken for potential computer or phone-related purchases or services that fall under the non-official bid amount. They can include current operation costs and any variations bids for equipment and services, and specifications.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office until project finished or rejected and then delete provided pertinent information has been transferred to the Project File.

Paper: Retain in Office until project finished or rejected and then destroy provided pertinent information has been transferred to the project file.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11112
TITLE: Cost analyses

(continued)

PRIMARY DESIGNATION:

Protected (working papers)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11757 1
TITLE: General administrative correspondence
DATES: undated
ARRANGEMENT: None
DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

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 or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11116 3
TITLE: Information Service Team (IST) minutes
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are minutes of regular Information Service Team meetings. This is a resource users committee established for computer-related purchases and to determine computer-related needs and policies. All discussions are reported and reviewed at regular department head meetings. The minutes include date, members present, and summary of proceedings.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

These are just general staff meetings, and don't include any policy-making decisions

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11116
TITLE: Information Service Team (IST) minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11119 3
TITLE: Internal request forms
DATES: 1989-
ARRANGEMENT: Numerical by request number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These forms are used to initiate or change computer software, hardware, employee access and computer-related purchases. Various forms may include request number, date, requestor's name, department/office, telephone number, action requested, requested completion date, department designated signature, initials for completion date approved, projected completion date, staff member assigned, actual completion date, completed by, contacted, updated, and action taken.

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 after completion of changes and then destroy.

Computer data files: Retain in Office for 1 year after after completion and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11119
TITLE: Internal request forms

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11118 3
TITLE: Personnel files
DATES: 1971-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These files are the Department employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, work performance, training certificates, and evaluation forms.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office until employment is terminated and then transfer to personnel office.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Davis County (Utah). Information Systems Department

SERIES: 11117 1
TITLE: Policies and procedures
DATES: undated
ARRANGEMENT: None
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 offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after becoming inactive and then delete.

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

PRIMARY DESIGNATION:

Protected