

Retention and Classification Report

Agency: Davis County Legacy Events Center (Utah) (3560)

Davis County Legacy Events Center
151 South 1100 West, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

29846	Davis County Historical Fair Records
27862	Registration records for county-sponsored events

AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 29846

3

TITLE: Davis County Historical Fair Records

DATES: 1945-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These records may include, but is not limited to, any past marketing material for the county fair's major events, photo albums from the fair, old fair program books and records related to discontinued events, such as rodeo events, and Rodeo Queen pageants.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27862

3

TITLE: Registration records for county-sponsored events

DATES: 2005-

ARRANGEMENT: Alphabetical.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These registration forms are used to monitor participants in events occurring at the Legacy Events Center, and maintaining a waiver for each registrant. These records are used for the days of the races as a business document. They show what money is coming in through the activity and the county's legal responsibility to have a waiver on each registrant. These records contain a waiver, the name, mailing address, email address, telephone number, emergency contact information, number of times participants are registered, and the fee(s) paid. They also include a space for credit card numbers. A parent/guardian's name may be included if registrant is a minor.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreation registration records, GRS-649.

AUTHORIZED: 04-20-2018

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).

The Legacy Events Center only needs these paper copies for a few weeks, in case anyone calls with questions. A one-year retention should more than cover the need for maintaining these records.

AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27862

TITLE: Registration records for county-sponsored events

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d)(2020).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.