

Mosquito control requests (GRS-634)

Utah General Retention Schedule

Description

These records document requests or complaints made by citizens for mosquito/vector control services. If complaints are justifiable, adequate spraying is provided. These records includes name, address and telephone number of citizen making complaint, and service requested or type of complaint.

Retention and Disposition

Retain for 2 years, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Mosquito Abatement

Effective

04/2018

Previous Schedule Number

CO-26-12