Retention and Classification Report

Agency: Salt Lake City (Utah). Public Services. Parks Department. Aviary (1074)

1965 West 500 South
Salt Lake City, UT 84115

Records Officer: _____

06716	*****Aviary activity and necropsy reports
08778	*****Aviary species record cards
06692	*****Tracy Aviary Advisory Board meeting minutes
06717	*****Tracy Aviary monthly report

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Aviary

SERIES: 6716   3
TITLE: Aviary activity and necropsy reports
DATES: 1985-1992.
ARRANGEMENT: Chronological
DESCRIPTION:

These two separate reports are prepared by a consultant
veterinarian for the Tracy Aviary Board. They are used to provide
a medical history for the birds and to report reasons for deaths.
These reports include current activity of each species and
results of necropsy on dead species to establish cause of death.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Aviary

SERIES: 8778   3
TITLE: Aviary species record cards
DATES: 1978-1992.
ARRANGEMENT: Numerical by stock number
DESCRIPTION:

These two separate cards document the history of all species
maintained by Tracy Aviary. One card contains the medical history
and the other behavior and training. Information on the cards
include stock number, species, arrival date, age and condition on
arrival, source species obtained from, diet at time of arrival,
native country, natural diet, and other pertinent information.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until disposition of bird and then
microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Aviary

SERIES: 6692   3
TITLE: Tracy Aviary Advisory Board meeting minutes
DATES: 1983-1994.
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of regular and special meetings of the Tracy Aviary Board. The board was created in 1983 through city ordinance. Members are appointed by the mayor to make recommendations and to oversee the operations of the aviary and its budget. These minutes include minutes, budget information, financial reports, stock updates, copies of activity, and necropsy report, and bird inventory lists. Tracy Aviary privatized in 1994.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

In 1983, the advisory board was created by city ordinance in response to charges of mismanagement of the Tracy Aviary. These minutes are important historically not only to examine the boards response to the charges, but to study the operations of Utah's oldest aviary.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department. Aviary

SERIES: 6717   3
TITLE: Tracy Aviary monthly report
DATES: 1984-1992.
ARRANGEMENT: Chronological
DESCRIPTION:

These monthly reports record all activity or events of the
aviary. They are prepared for the Tracy Aviary Advisory Board
(TAAB). These reports include inclusive dates, quantity, name and
price of new stock purchased or sold, stock deaths listing cause,
and other pertinent information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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