

Retention and Classification Report

Agency: Davis County (Utah). Department of Community and Economic Development
(1381)
Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

30625 Aerial photographs
31111 Registration records for County-sponsored events

AGENCY: Davis County (Utah). Department of Community and Economic Development

SERIES: 30625

3

TITLE: Aerial photographs

DATES: 1960-

ARRANGEMENT: Numerical

DESCRIPTION:

This series contains aerial photographs of the Davis County area showing land uses and highway locations.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Photographs depict changing land use over time.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Davis County (Utah). Department of Community and Economic Development

SERIES: 31111

3

TITLE: Registration records for County-sponsored events

DATES: 2024-

ARRANGEMENT: Chronological by event date.

DESCRIPTION:

These registration forms are used to monitor participants in events and maintain a waiver for each registrant. These records are used 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.

AGENCY: Davis County (Utah). Department of Community and Economic Development

SERIES: 31111

TITLE: Registration records for County-sponsored events

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private