

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
27629	*Corridor preservation acquisition records
84298	*Publications
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: 27629

1

TITLE: Corridor preservation acquisition records

DATES: 2005.

ARRANGEMENT: Alphabetically

DESCRIPTION:

These records document the purchase of real property by the county. They include the contract and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(4)(6)(7)

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

SERIES: 84298

3

TITLE: Publications

DATES: 1958-2021.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

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

SERIES: 84298

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

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