

Retention and Classification Report

Agency: South Salt Lake Valley Mosquito Abatement District (Utah) (2164)

7308 Airport Road
West Jordan, UT 84084
801-255-4651

Records Officer: _____

12163	Annual reports
12181	Financial audit reports
12166	Minutes

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12163

3

TITLE: Annual reports

DATES: 1952-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12181

3

TITLE: Financial audit reports

DATES: 1952-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the agency's financial activities for the year. These reports include statements of receipts and disbursements for each department.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12166

3

TITLE: Minutes

DATES: 1952-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of districts committees, boards, and task forces. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals.

These records have evidentiary value and serve as a history of board and committee actions. Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12166

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public