

## 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:** \_\_\_\_\_

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

**SERIES:** 12180

3

**TITLE:** Accounts payable

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records used to pay agency bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12216

3

**TITLE:** Acknowledgment of employment files

**DATES:** 1992-2019.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This is a record of correspondence, letters, telegrams, offering appointments to potential seasonal employees. These files also contain the status of his/she employment with the agency.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(2017)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(1b)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12162

3

**TITLE:** Agenda

**DATES:** 1952-2014.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**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 for 2 years and then destroy provided they are not attached to the minutes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

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

**SERIES:** 12175

3

**TITLE:** Annual budget

**DATES:** 1952-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The final annual agency financial plan approved by the district manager for all expenditures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**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:** 12204

3

**TITLE:** Appointment files

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12182

3

**TITLE:** Bank statements

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the agency showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12213

4

**TITLE:** Black fly statistical records

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Record used to verify the occurrence of respective black fly species as collected in the larva stage by field technicians. Includes collection date, collection locations, and developmental state of the black fly at each collection point.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Black fly statistical records, GRS-625.

**AUTHORIZED:** 01-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12177

3

**TITLE:** Budget message

**DATES:** 1952-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after budget is formally adopted and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12176

3

**TITLE:** Budget reports

**DATES:** 1952-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12189

3

**TITLE:** Certificates of license

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12183

1

**TITLE:** Check copy file

**DATES:** 1989-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12184

3

**TITLE:** Deposit slips

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12173

3

**TITLE:** Employee bonds

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1987)).

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after expiration and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12191

3

**TITLE:** Employee earnings history record file

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

**RETENTION:**

Retain for 30 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until 65 years after separation and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

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

**SERIES:** 12191

**TITLE:** Employee earnings history record file

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12198

3

**TITLE:** Employee performance files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12207

3

**TITLE:** Employment applications

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12214

4

**TITLE:** Encephalitis surveillance reports

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Reports conducted by the mosquito abatement districts on chickens from which blood is drawn periodically to test for encephalitis, used by the State Health Department to verify danger in certain areas of the state. Includes type of tests, flock, draw number, draw date, report date, and bird number.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Encephalitis surveillance reports, GRS-626.

**AUTHORIZED:** 01-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12174

3

**TITLE:** Fidelity bonds

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1977)).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after expiration and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12218

4

**TITLE:** Field reference maps

**DATES:** 1952-2019.

**ARRANGEMENT:** Numerical by map number.

**DESCRIPTION:**

Maps of the district wide compilation of mosquito breeding sources, used for reference and ease of location by the district field technicians, shows marked areas depicting all known mosquito breeding sources within the geographic areas.

**RETENTION:**

Retain for 5 year(s) or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Maps: Retain in Office for 5 years or until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**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:** 12209

4

**TITLE:** Fish requests and planting records

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Requests from citizens for mosquito fish to be planted in ornamental ponds to eat mosquito larva in these ponds. Includes name, address, telephone number of the person requesting fish, and the size of the pond.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fish request and planting records, GRS-629.

**AUTHORIZED:** 01-01-1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12179

3

**TITLE:** Fixed asset files

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after disposition of asset and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12164

1

**TITLE:** General administrative records

**DATES:** 1952-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy provided there is no longer need for reference.

**APPRAISAL:**

Retention based on administrative need

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

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

**SERIES:** 12185

3

**TITLE:** General ledgers

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12212

1

**TITLE:** Grasshopper statistical records

**DATES:** 1985-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Record used to verify the population of grasshoppers at a specific location to spray for removal if there are large numbers. Includes inspection data, location information, and developmental state of the grasshoppers and how much spray was used in the area.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12192

3

**TITLE:** Income tax files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12202

3

**TITLE:** Insurance policy files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain for 15 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12203

1

**TITLE:** Insurance reports

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These reports are used for the reference and generation of claim files.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 12 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12211

4

**TITLE:** Larva count records

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Counts of mosquito larvae quantities and types used by the field director and the inspectors to identify mosquito, whether or not the mosquito will be harmful, where the larvae came from, how many per dip were counted, date of the dip, and to use as follow up information. Includes date, section, area, species, amount per dip, inspector, temperature, and operator.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12205

3

**TITLE:** Lease files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

**RETENTION:**

Retain for 4 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after termination of lease and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

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

**SERIES:** 12205

**TITLE:** Lease files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12217

4

**TITLE:** Light trap records

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records of numbers of mosquitos trapped each night in light traps, used to determine if the spraying in the area was adequate, if not spraying will be repeated. Includes date and time, location, truck number, trap number, date, weather conditions, and number of mosquitos trapped.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12165

3

**TITLE:** Mailing lists

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12215

3

**TITLE:** Material safety data sheets files

**DATES:** 1960-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**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

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

**SERIES:** 12208

3

**TITLE:** Mosquito control requests files

**DATES:** 1960-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a file used to document requests or complaints made by citizens for mosquito/vector control services. If complaints are justifiable, adequate spraying will be provided. Includes name, address, telephone number and nature of service requested or type of complaint made.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Customer request or complaint records, GRS-1783.

**AUTHORIZED:** 08-24-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12210

4

**TITLE:** Occupational Safety and Health Administration survey reports

**DATES:** 2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This report is used to verify the number of employees and hours worked. Includes employees name, annual attendance, total hours, nature of business, and any other non-work time.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Safety self-inspection reports, GRS-1385.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12194

3

**TITLE:** Payroll files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

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

**SERIES:** 12194

**TITLE:** Payroll files

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12199

3

**TITLE:** Personnel files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

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

**SERIES:** 12199

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12167

3

**TITLE:** Policies and procedures

**DATES:** 1952-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final action and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12206

3

**TITLE:** Proof of publication

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Proof of publication files, GRS-46.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12168

3

**TITLE:** Public relations files

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12169

3

**TITLE:** Publications

**DATES:** 1952-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

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

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12170

3

**TITLE:** Reading or chronological files

**DATES:** 1952-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

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

**SERIES:** 12195

3

**TITLE:** Retirement records

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are reports and register control documents relating to an employee's retirement.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12171

3

**TITLE:** Schedules of daily activities

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the agency employees. These are records containing substantive information relating to the official activities of the district managers, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 12171

**TITLE:** Schedules of daily activities

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

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

**SERIES:** 12200

3

**TITLE:** Solicited and unsolicited bids and proposal files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to the awarding of a contract. Information includes presolicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Canceled solicitation files, GRS-1976.

**AUTHORIZED:** 12-01-2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12186

3

**TITLE:** State treasurer's accounting statements

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State treasurer's pooled investment reports, GRS-827.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12172

3

**TITLE:** Technical reference files

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the material has no further reference value or until 1 year, whichever is shorter and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12178

3

**TITLE:** Tentative budget

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12196

3

**TITLE:** Time and attendance report files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12190

1

**TITLE:** Vehicle registration certificates

**DATES:** undated.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

These motor vehicle registration forms document municipal ownership of vehicle.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until disposition of asset and then transfer with vehicle.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12201

3

**TITLE:** Vendor list

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12188

3

**TITLE:** Warrant registers

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12187

3

**TITLE:** Warrant/check

**DATES:** undated.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

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

**SERIES:** 12197

3

**TITLE:** Workers' compensation claim files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See Utah Code 34A-2 for Workers' Compensation Act.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years or until final settlement and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1) (2017)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(1)(b) (2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.