

## Retention and Classification Report

**Agency:** Uintah Mosquito Abatement District (Utah) (2211)

1425 East 1000 South  
Vernal, UT 84078  
435-789-4105

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12687

3

**TITLE:** Accounts payable

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records used to pay municipal 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12727

3

**TITLE:** Administrative information or subject files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**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 for 1 year or until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12730

3

**TITLE:** Aerial spray reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

**RETENTION:**

Retain for 5 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12617

3

**TITLE:** Agenda

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12682

3

**TITLE:** Annual budget

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12688

3

**TITLE:** Annual financial report

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12685

3

**TITLE:** Annual fixed asset report

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12618

3

**TITLE:** Annual reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on program activities and accomplishments 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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12689

3

**TITLE:** Audit reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12690

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 municipality 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

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12683

3

**TITLE:** Budget reports

**DATES:** undated

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12704

3

**TITLE:** Buildings and grounds maintenance logs

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12691

3

**TITLE:** Check copy file

**DATES:** undated

**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:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12692

3

**TITLE:** Check register

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12725

3

**TITLE:** Contracts and agreements files

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12705

3

**TITLE:** Daily work logs

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12693

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12735

3

**TITLE:** Drainage and easement records

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12680

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12711

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 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation and then place in personnel file and transfer to Agency Record Center. Retain in Agency Record Center for 65 years after hire date or until death or retirement and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12717

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12739

3

**TITLE:** Employment acknowledgment files - 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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12716

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12731

1

**TITLE:** Encephalitis surveillance reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report is used by the Utah State Health Department to verify if there is any danger of an occurrence of encephalitis in certain areas of the state. Chickens are raised in certain areas of the district, blood is drawn periodically from these birds for testing. These tests are conducted by the mosquito abatement districts. It includes type of tests, flock, draw number, draw date, report date, and bird number.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12706

3

**TITLE:** Equipment maintenance and repair records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12681

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12729

3

**TITLE:** Field technicians daily reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

**RETENTION:**

Retain for 5 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12737

1

**TITLE:** Field/operational data maps

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**RETENTION:**

Retain until superseded

**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 superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12686

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12707

3

**TITLE:** Fuel records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12620

3

**TITLE:** General administrative records

**DATES:** undated

**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:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12694

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 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12718

3

**TITLE:** Grievance and disciplinary files

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12712

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12723

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 final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12724

3

**TITLE:** Insurance reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12734

1

**TITLE:** Larvae count records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to document the numbers of mosquitos that are trapped each night in light traps. This information is 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 and larvae counted.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**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 after date of final report and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12733

1

**TITLE:** Light trap reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to document the numbers of mosquitos that are trapped each night in light traps. This information is 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) after completion of publication or report

**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 after date of final report and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12621

3

**TITLE:** Mailing lists

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 0 years or until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12622

3

**TITLE:** Minutes

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12732

3

**TITLE:** Mosquito control request files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mosquito control requests, GRS-634.

**AUTHORIZED:** 09-05-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12736

3

**TITLE:** OSHA survey reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance claim records, GRS-2010.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12713

3

**TITLE:** Payroll files

**DATES:** undated

**ARRANGEMENT:** Chronological

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12719

3

**TITLE:** Personnel files

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files are the official files for all municipal employees and usually include the original job 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:**

These records are in Archives' permanent custody.

**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.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12738

3

**TITLE:** Pesticide inventory records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12623

3

**TITLE:** Policies and procedures

**DATES:** undated

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12619

3

**TITLE:** Policy and program development records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures and the function of the office or department. Includes narrative or statistical reports; related correspondence; on program activities; organizational charts and mission statement studies regarding department or offices operations; circular letters or directives; and records related to significant events in which department of office participated.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12624

3

**TITLE:** Public relations files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files include speeches, addresses, comments, and remarks made at formal municipal ceremonies by elected municipality officials. The format may be paper, videotape, motion picture, or tape recording.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12676

3

**TITLE:** Publications

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar materials 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. The State Archives should receive one copy of all municipal publications.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12677

3

**TITLE:** Reading or chronological files

**DATES:** 1991-2015.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12696

3

**TITLE:** Receipt books

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**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

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12714

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12678

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 municipal employees. These are records containing substantive information relating to the official activities of the mayor and other high-level city officials, 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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12728

3

**TITLE:** Snow survey and water supply records

**DATES:** 1991-2015.

**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:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12721

3

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

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12698

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12679

3

**TITLE:** Technical reference files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes and which are not part of the official files. These 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 no further reference value or until 1 year, whichever is shorter and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12699

3

**TITLE:** Telephone bills

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the actual bills for telephone service and long distance toll charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12684

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12710

3

**TITLE:** Time and attendance report files

**DATES:** undated

**ARRANGEMENT:** Chronological

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12720

3

**TITLE:** Training records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12700

3

**TITLE:** Travel reimbursement files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain records relating to the reimbursement of employees for for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting paper documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12701

3

**TITLE:** Travel reimbursement requests

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document requests made by travelers for reimbursements of out of pocket expenses.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12708

3

**TITLE:** Vehicle maintenance records

**DATES:** undated

**ARRANGEMENT:** Chronological there under by vehicle number

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12709

3

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until vehicle transferred or sold and then transfer with vehicle.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12722

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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12703

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12702

3

**TITLE:** Warrant/check

**DATES:** undated

**ARRANGEMENT:** Chronological

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Mosquito Abatement District (Utah)

**SERIES:** 12715

3

**TITLE:** Workers' compensation claim files

**DATES:** 1993-

**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) after resolution of issue

**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 75 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.