

## Retention and Classification Report

**Agency:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health (2460)  
Cannon Health Building  
288 North 1460 West  
Salt Lake City, UT 84116

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

10565	*Executive correspondence
10560	*Mobile home and trailer court inspection records
24224	*Publications
10563	*Sanitation correspondence
24921	*Swimming Pool Advisory Committee records
10559	*Swimming pool inspection records
24964	*Utah Indoor Clean Air Act records

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 10565

3

**TITLE:** Executive correspondence

**DATES:** 1979-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 10560

3

**TITLE:** Mobile home and trailer court inspection records

**DATES:** 1970-2009.

**ARRANGEMENT:** Alphabetical by court name

**TOTAL VOLUME:** 6.00 cubic feet.

**DESCRIPTION:**

These records document inspections of mobile homes and trailer courts. They are used to insure that all state and federal safety requirements have been met so a permit can be issued. UCA 26-15-8 (1991) states that the Department shall periodically evaluate the sanitation programs of local health departments. They contain plat maps, copies of City/County Health Department correspondence, and correspondence from the Division of Environmental Health. The information includes lot dimensions, depth, type, plumbing, water and waste disposal system, spacing between units, and well drilling information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after facility has been removed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Proper documentation must be available for the life of the facility. This will ensure that the facility is being maintained properly, and that the facility meets current health codes.

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health  
**SERIES:** 10560  
**TITLE:** Mobile home and trailer court inspection records

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 24224

3

**TITLE:** Publications

**DATES:** 1945-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 10563

3

**TITLE:** Sanitation correspondence

**DATES:** 1971-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on historical information contained about the sanitation programs throughout the state of Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 24921

3

**TITLE:** Swimming Pool Advisory Committee records

**DATES:** 1990-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**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 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 10559

3

**TITLE:** Swimming pool inspection records

**DATES:** 1961-2009.

**ARRANGEMENT:** Alphabetical by facility name

**TOTAL VOLUME:** 12.00 cubic feet.

**DESCRIPTION:**

These records document inspections of public swimming pools. The inspections are conducted by the Health Department to ensure that all state and federal safety requirements have been met so a permit can be issued. UCA 26-15-8 (1991) states that the department shall periodically evaluate local health sanitation programs. They contain swimming pool blueprints, copies of City/County Health Department correspondence, and correspondence from the Division of Environmental Health. The information includes pool dimensions, depths, types, plumbing, filter systems, heating systems, review sheets, and electrical information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after facility has been removed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Proper documentation must be available for the life of the facility. This will ensure that the facility is maintained properly, and meets current health codes.



**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health  
**SERIES:** 10559  
**TITLE:** Swimming pool inspection records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Epidemiology and Laboratory Services. Bureau of Food Safety and Environmental Health

**SERIES:** 24964

3

**TITLE:** Utah Indoor Clean Air Act records

**DATES:** 1990-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The purpose of this records series is to provide a permanent record of activities related to the Utah Indoor Clean air Act (UICAA). Records included in this series are executive correspondence, administrative rule records, proposed legislation records, public comments, hearings on proposed rules, various technical and advisory committee minutes, general program correspondence, memos, and printed copies of emails. The program coordinator generates, and is responsible for these documents. This program is funded by monies from the master settlement account for tobacco (MSA).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are appraised as historical/administrative due to the inclusion of documents that describe the administration and activities of this program, and value to researchers.

**PRIMARY DESIGNATION:**

Public