

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Administration Division (2471)

22 South State Street, Clearfield
P.O. Box 618
Farmington, UT 84025
801-451-3340

Records Officer: _____

10730	*Acknowledgment of paternity by parents
10716	*Birth and death control card
10645	*Birth certificate
11066	*Board member application
10715	Board of Health meeting materials and minutes
10724	*Board of Health members roster
11067	*Burial-transit permit application
10644	*Capital outlay detail statement
10646	*Certified birth certificate application
10717	*Certified death certificate application
25879	*Collection files
10712	*Contract files
11068	*Death certificate
10725	*Death hold log
10649	*Detail collection and reimbursement report
11069	*Disinterment permit
10650	*Employee confidentiality agreements
10729	*Father's paternity acknowledgment
18963	*Insurance billing records
10732	Local registrar report of certified copies issued
10951	*Mileage reimbursement
10723	Monthly cemetery death report
10718	*Monthly communicable disease summary report
10722	*Monthly funeral home death report
11071	*Monthly hospital birth report
10720	Monthly hospital death report
10721	Monthly nursing home death report
10647	*Monthly program reports
10713	*Morbidity data summary files
10733	Mortuary death certificate invoices

10648	*Quarterly reports
12091	*Systems and facilities billings
10643	*Time activity record sheet
10642	*Verification of birth and relationship
11072	Veterans' death certificate application
11073	*Vital statistics amendment affidavit
25913	Voluntary declaration of paternity information forms
27489	*Volunteer program files

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10730

1

TITLE: Acknowledgment of paternity by parents

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This state form is used by the father to acknowledge the paternity of a child when he is not married to the child's mother. The original form is retained by the State Health Department permanently. The form includes child's name, birth date and place, mother's name and address, father's name and address, and a notarized signed statement acknowledging child's paternity.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10716

3

TITLE: Birth and death control card

DATES: 1973-2010.

ARRANGEMENT: Alphabetical by name, thereunder chronological

DESCRIPTION:

These cards serve as an index to birth and death certificates.
The birth card includes name, certificate number, parents' names, child's name, and birth date. The death card includes name, death certificate number, death date, and birth date.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until superseded.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10645

3

TITLE: Birth certificate

DATES: 1973-1998.

ARRANGEMENT: Numerical by certificate number

DESCRIPTION:

These certificates document all live births in the State of Utah in compliance with UCA 26-2-5 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. Since 1978, all certificates maintained at the local level are duplicate certificates maintained by the State Health Department. The information recorded includes the child's name, place of birth, date of birth, sex, the parents' name, age, birthplace, the child's weight and length at birth.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office permanently.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10645

TITLE: Birth certificate

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11066

1

TITLE: Board member application

DATES: 1980-2000.

ARRANGEMENT: None

DESCRIPTION:

This is an application used to apply for a position on the local board of health. All applications are retained for two years to create a pool for possible future openings. The form includes name, address, business and home telephone numbers, education and work experience in health and environmental fields, volunteer experience, reasons for wanting to serve on board, occupation, signature and date.

RETENTION:

Retain for 2 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 2 years after after appointment is made and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10715

3

TITLE: Board of Health meeting materials and minutes

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken. This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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 microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10715

TITLE: Board of Health meeting materials and minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10724

3

TITLE: Board of Health members roster

DATES: ca. 1942.

ARRANGEMENT: Chronological

DESCRIPTION:

These rosters are listings of the current membership of the Davis County Board of Health. They are used for reference purposes and to announce meetings. These listings include board member's name, address, telephone numbers (work and home), current occupation and spouse's current occupation (whether full or part-time), beginning and expiration term dates, names of county commissioners, and whether there are any existing board vacancies.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

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).

This disposition is based on the administrative needs expressed by the office. A copy becomes part of the official minutes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11067

1

TITLE: Burial-transit permit application

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This application is used to obtain a permit to allow the removal of burial remains in accordance with UCA 26-2-17(3) (1995). It includes death certificate number, deceased's name, birth date, birth place, death date, place of death, name of next of kin or other person authorizing disposition, disposition (burial, cremation, or other), funeral home, address, license number, name of person issuing permit, date issued, registrar's signature, how body was disposed (burial, cremated, other), date permit issued, cemetery name, place, county, state, and signature of person in charge.

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: Davis County (Utah). Health Department. Administration Division

SERIES: 10644

3

TITLE: Capital outlay detail statement

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly report submitted by the local health department to the state Department of Health listing the amounts spent for capital outlay on state contracts. It includes the local health department's name, the reporting period, payee's name, the contract or program where the outlay was made, and expenditure amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Expenditures summary statement, GRS-555.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until state audit and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10646

3

TITLE: Certified birth certificate application

DATES: 1973-2019.

ARRANGEMENT: None

DESCRIPTION:

This application form is used to request a certified birth certificate or birth card. It includes the name, date of birth, and city of birth of the individual whose birth certificate is being requested; the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested; the name, year, and state of birth of the individual's parents; reason for the request; request date; and the number of copies of the birth certificate or card requested.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

Computer data files: For records beginning in 1998 and continuing to the present. Retain in Office for 1 year and then delete.

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10717

3

TITLE: Certified death certificate application

DATES: 1973-2019.

ARRANGEMENT: None

DESCRIPTION:

This application is used to request a certified death certificate. It includes identifying information, death date, deceased's name, place of death, county birthplace of decedent, usual residence of decedent, name of father, mother, reason for requesting including relationship to person whose certificate is requested, signature of applicant, address, phone, date, number requested, and fee amount.

RETENTION:

Retain for 1 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 Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until permit has expired or been terminated and then destroy.

Computer data files: For records beginning in 2006 and continuing to the present. Retain in Office for 1 year or until permit has expired or been terminated and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10717

TITLE: Certified death certificate application

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25879

3

TITLE: Collection files

DATES: 2000-2024.

ARRANGEMENT: Chronological by date,thereunder alphabetical by name

DESCRIPTION:

These files deal with the accounts of clients who have not paid for services provided by the Health Department. Clients are responsible to pay for services. When balances remain unpaid the department refers the accounts to a collection agency. These files include correspondence between the Health Department and the collection agency. Information includes names, personal information and amounts owing on accounts.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(2)(h)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10712

3

TITLE: Contract files

DATES: 1970-2010.

ARRANGEMENT: Numerical by contract number

DESCRIPTION:

These are contracts between local health departments and the State Health Department. They document agreements between the state and local departments to operate specific programs. The State Health Department regrants federal funds and grants state funds under certain requirements stated in the contracts.

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 6 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11068

3

TITLE: Death certificate

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These death certificates document all deaths occurring in the State of Utah as required by UCA 26-2-13 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created before 1905 are only maintained at the local health department and prior to 1978 some local registrars may not have reported all deaths. Since 1978, all originals are maintained at the State and copies at the local level. The information recorded includes the deceased's name, gender, date of birth, race, age, county of death, address, birth place, citizenship, marital status, name of spouse, social security number, occupation, and parents' names; cause of death; if an autopsy was taken; if accident, suicide, or homicide caused death; place and time of death; disposition of the body; name and address of mortuary or crematory; and signature of person certifying death.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office permanently.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11068

TITLE: Death certificate

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10725

1

TITLE: Death hold log

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This book serves as a tracking device recording the status of death certificates. Death certificates are required to be filed prior to the funeral, but if this is not possible the mortuary will notify the local registrar and receive a hold number. This book is used to verify that death certificates were finally received. It includes hold number, death date, decedent's name, physician, funeral director, decedent's age, burial date, city of death, date hold number issued, date received, number of copies issued, whether the death certificate is pending and whether or not a burial transit was issued.

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: Davis County (Utah). Health Department. Administration Division

SERIES: 10649

3

TITLE: Detail collection and reimbursement report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly statement sent to the Department of Health reporting the amount of fees collected by the local health departments from patients or clients on state contracts. This statement includes the local health department name, month, the allocation of collections by contract or program type, the type of collection (vital statistics, patient fees, etc.), the amount of the collections, and the total amount collected.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Expenditures summary statement, GRS-555.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until state health department audit and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11069

3

TITLE: Disinterment permit

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This permit allows for the disinterment of burial remains from a cemetery. The form includes county, city, date permit issued, applicant's name, deceased's name, age, sex, place of death, death date, cemetery or city from and to, next of kin signature, permit number, and signature of local registrar at disinternment.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10650

1

TITLE: Employee confidentiality agreements

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This agreement is signed by the employee and maintained by the department stating that the employee will not disclose confidential information in accordance with UCA 26-25-4 (1995). The agreement usually becomes part of the employee's official personnel file. It includes the terms of the agreement, the date, employee's signature, and supervisor's signature.

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 final disposition of personnel and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10729

1

TITLE: Father's paternity acknowledgment

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This state form is used by the father to acknowledge the paternity of a child when he is not married to the child's mother. The original form is retained by the State Health Department permanently. The form includes child's name, birth date and place, mother's name and address, father's name and address, and a notarized signed statement acknowledging child's paternity.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 18963

1

TITLE: Insurance billing records

DATES: 1997-2018.

ARRANGEMENT: Alphabetical by patient's name

DESCRIPTION:

This worksheet is used to bill insurance companies, Medicaid Aging waiver, and New Choice waiver. It includes date of service, patient information (name, address, telephone number, sex, date of birth, sex, and social security number); insurance information (insurance company name, subscriber's name, policy number, employer name); charges (code and amount); a listing of services, code, and charge (office procedures, laboratory services, immunizations and medications, and perinatal services); diagnosis, total charges, and amount paid.

RETENTION:

Retain for 1 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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10732

3

TITLE: Local registrar report of certified copies issued

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a monthly report on special fees collected by the local registrar from the purchase of birth and death certificates. A fee is collected for the Child Trust Fund when a person purchases the first certificate copy of a birth certificate. This fund is used for child abuse prevention and education. An affidavit fee is collected to correct any birth or death certificate by amendment to the State Bureau of Vital Statistics. The report includes name of local registrar, beginning and ending dates of report, number of pages of paper stock used, number of copies issued for initial copies of birth certificates, multiple copies (birth) for birth certificates, initial copies (death) certificates; multiple copies (death) long forms and totals, multiple page copies short forms, long forms and totals; voided copies, birth cards, short forms, and long forms, replacement copies; short forms, long forms, long forms, and totals.

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 until scanned and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10732

TITLE: Local registrar report of certified copies issued

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10951

3

TITLE: Mileage reimbursement

DATES: 1980-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly report forms document the use of personal vehicles for business by Health Department employees. They are used to receive reimbursements for the usage. They include two forms-the Davis County mileage record and the expense voucher for mileage reimbursement. The mileage record includes the name, division, date, destination, beginning and ending odometer readings, total mileage per trip, and totals. The expense voucher includes name of person being reimbursed, department, account number, month, total mileage, total miles being reimbursed, cost per mile, total reimbursement, employee's signature, and department head's approval.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the financial and administrative needs expressed by the local health department and meets basic audit requirements.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10951

TITLE: Mileage reimbursement

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10723

3

TITLE: Monthly cemetery death report

DATES: 1995-

ARRANGEMENT: Chronological.

DESCRIPTION:

This report lists all interments and is prepared monthly by all cemeteries in the state and submitted to their local health department as required by Utah Code. The information is used by the department to verify that all death certificates are being received. The original is retained by the local health department. The form includes the month and year, name and location of the cemetery, death date, deceased's name and age, the county where death occurred, and the name of the funeral home or funeral director.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10723

TITLE: Monthly cemetery death report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10718

3

TITLE: Monthly communicable disease summary report

DATES: 1970-2010.

ARRANGEMENT: Alphabetical by disease, thereunder chronological
DESCRIPTION:

These county forms report weekly and monthly statistics for diagnosed cases of each communicable disease in Davis County for a five year period. It is used locally for program planning purposes. The reports include communicable disease name, number of reported cases per week, per month, yearly totals, and five year totals.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs expressed by the office. The information contained in this report is reported to the State Bureau of Epidemiology on the Morbidity data summary report (series 10718) and is retained permanently by the state.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10718

TITLE: Monthly communicable disease summary report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10722

1

TITLE: Monthly funeral home death report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This three-part monthly report is submitted by funeral directors for each casket furnished and for funerals performed where no casket was furnished as required by UCA 26-2-16(3) (1995). It is used to ensure that all death certificates are filed. The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the submitting funeral director. The information includes the month of the report, name and location of the funeral home, and a list of deaths for the period giving for each the date of death, name of the deceased, age of the deceased, name of the medical attendant, and the county where death occurred.

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: Davis County (Utah). Health Department. Administration Division

SERIES: 11071

1

TITLE: Monthly hospital birth report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This three-part form is submitted by hospitals reporting live births that occurred during the month. It is used to ensure that all birth certificates were received as required by UCA 26-2-5 (1995). The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the reporting hospital. The form includes the month of the report, hospital's name, and a list of births giving the date of birth, the parent's names, the child's sex, and the name of the medical attendant.

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: Davis County (Utah). Health Department. Administration Division

SERIES: 10720

3

TITLE: Monthly hospital death report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by Utah Code and is used to ensure that all death certificates are filed. The report is maintained by the local health department. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10721

3

TITLE: Monthly nursing home death report

DATES: 1995-

ARRANGEMENT: None

DESCRIPTION:

This report is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by Utah Code and is used to ensure that all death certificates are filed. The report is maintained by the local health department. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10721

TITLE: Monthly nursing home death report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10647

1

TITLE: Monthly program reports

DATES: 1980-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports on various programs administered by the local health department. They are prepared by local health departments on blood pressure, cancer, and cholesterol screenings; child health evaluation care; immigration; immunizations; infant development; prenatal; and refugee programs. They are used for management purposes and to prepare a quarterly report. They include the name of the employee and the local health department, month, the number of initial and follow-up cases, services provided, number of referrals made, and the number of screenings and follow-up letters sent. See series 11243.

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 quarterly report is completed and verified and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10713

1

TITLE: Morbidity data summary files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are morbidity statistics for all reportable diseases and diseases of public health importance. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote the public health and to prevent and control disease. They are used for federal, state, and local agencies, the general public, and for the functioning and management of the Bureau. Statistics provide information by year, county, month, and show distribution by age and sex. The State Bureau of Epidemiology retains the record copy of these records permanently.

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 administrative need ends and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10733

1

TITLE: Mortuary death certificate invoices

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These invoices are used to bill mortuaries for receiving certified death certificates. Mortuaries purchase multiple copies of certified death certificates at a discount rate and provide copies to the deceased's family. They include the date of service, mortuary's name, deceased's name, and amount.

RETENTION:

Retain for 4 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 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10648

1

TITLE: Quarterly reports

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are quarterly reports on various programs administered by the local health departments including blood pressure, cancer, and cholesterol screenings; immigration; child health evaluation care; immunization; infant development; prenatal; and refugee programs. They are used for management purposes and to provide statistical information about operated programs. These reports include employee's name, local health department name, number of hours worked, job title, date number of clients seen, services provided, and referrals made. See series 10776.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 12091

3

TITLE: Systems and facilities billings

DATES: 1987.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

Billings sent to businesses to collect fees for various issued permits, sent annually or biannually. They include date, business name and address, date payment due, account number, services provided and amount due, total amount due, date and amount paid and receipt number.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need ends expressed by the division.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10643

3

TITLE: Time activity record sheet

DATES: 1980.

ARRANGEMENT: None

DESCRIPTION:

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

RETENTION:

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

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 3 years and then delete.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10642

1

TITLE: Verification of birth and relationship

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This request is submitted by the State Division of Family Services to local registrars to search birth records. Since some people cannot afford to obtain birth certificates, it is used to verify births and relationships to receive state benefits. The form includes father's name, an indication which other forms were also completed (acknowledgment of paternity of parents, paternity of father and date, or paternity not acknowledged), mother's name, name of children, birthdate, place, certificate numbers, signature and title of local health official.

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.

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

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11072

3

TITLE: Veterans' death certificate application

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This application is used by a veteran's next of kin to obtain a death certificate. One free certificate is available to veteran's next of kin for submission as evidence to the Veteran's Administration to receive a burial allowance and other veterans benefits. The application includes date, deceased's name, death date, place of death, name of war served and to whom application was issued.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11073

1

TITLE: Vital statistics amendment affidavit

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a state form used to amend a birth, death, or fetal death certificate. This completed form is sent to the State Health Department and after its final approval it becomes part of the original state record and a copy is returned to the local health department. The form includes local certificate number, indication whether birth, death, or fetal death certificate, state certificate number, name, sex, event date and place, names of father and mother, facts on original records and facts as they should have been stated at time of occurrence, and notarized signatures of two witnesses.

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 administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25913

3

TITLE: Voluntary declaration of paternity information forms

DATES: 2004-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

County health departments use voluntary declaration of paternity/father information forms to add father information to birth certificate applications completed by mothers who were not married at the time of giving birth. The completed form is attached to the birth certificate application, and the information thereon is provided to the Utah Office of Vital Records and Statistics (which maintains the record copy as series 81412). Voluntary declaration forms are completed voluntarily and sometimes are completed after DNA testing.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until transfer to Office of Vital Records is completed.

APPRAISAL:

These records have administrative value(s).

The State Office of Vital Records maintains the record copy as series 81412. The copy obtained by the county office is considered to be a draft.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25913

TITLE: Voluntary declaration of paternity information forms

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(1)(f)(2008)

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 27489

3

TITLE: Volunteer program files

DATES: 2010-2023.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These records are used to verify background information on volunteers prior to and during employment. These files often contain volunteer applications, letters of commendation, photos of the volunteer, background investigations, and other information relating to volunteer service activities.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

AUTHORIZED: 04-01-2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after end of service and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.