

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Environmental Health and Laboratory Division (2472)
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Records Officer: _____

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AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10750

3

TITLE: Emission exemption forms

DATES: 1992-

ARRANGEMENT: Alphabetical by last name of owner.

DESCRIPTION:

These affidavits are prepared by owners of motor vehicles that indicate either they will not be operating their vehicles in the state of Utah or that they have purchased a vehicle in a non-emission required county. These forms are submitted with vehicle registration paperwork when the vehicle is located out of state, along with an emission test from the local I/M program, or provides the citizen exemption if no local I/M program is available; or if the vehicle has been purchased in a location where an emission test is not offered. These forms enable local health agencies to follow-up to ensure that vehicles are tested when returned to the state. Examples of these affidavits may include the DMV TC-810 and TC-820. These affidavits includes the owner's name, telephone number, Utah address and temporary out of state address; the vehicle's make, model and model year; the license plate number and VIN (Vehicle Identification Number); and the anticipated date of return. Notations are made about the out-of-state location, including the county name.

RETENTION:

Retain for 18 month(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 18 months or until certificate of compliance is received from owner and then destroy.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10750

TITLE: Emission exemption forms

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12094

3

TITLE: Environmental complaints and investigative records

DATES: 1979-

ARRANGEMENT: Alphabetical by facility name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document complaints received by the local health department from the public in reference to a wide-range of environmental concerns including air quality, solid waste, hazardous waste, epidemiology, indoor clean air, infectious waste, swimming pools, schools, vector control, food service, landlords, animals, housing, and yards. If complaint pertains to a specific facility it becomes part of the facility's inspection file. The form includes date, time, name of persons taking complaint, complainant's name, address, and telephone number; sex, nature of complaint, date investigated, action taken, completion date, and signature of registered environmental health specialist, location of complaint; violator's name and signature.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Health program records, GRS-532.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after file closed and then delete provided investigation or litigation completed.

Paper: Retain in Office until scanned into database and then destroy.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12094

TITLE: Environmental complaints and investigative records

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12093

3

TITLE: Environmental violation notice records

DATES: 1979-

ARRANGEMENT: Alphabetical by facility or name of individual

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Notices issued by the local health department for any violation of environmental health regulations to abate a hazardous situation or condition. Includes the violation notice, citation, and complaint.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Health program records, GRS-532.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public complaint

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12093

TITLE: Environmental violation notice records

(continued)

SECONDARY DESIGNATION(S):

Private. complainant and medical information

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10752

3

TITLE: Environmental/occupational investigation case files

DATES: 1992-

ARRANGEMENT: Chronological by date of report, thereunder alphabetical by last name of patient.

DESCRIPTION:

These are records of epidemiological investigations of environmental and occupational public health hazards. These investigations help prevent hazards, and assist in short and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 7 years after completion of investigation and then delete.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10752

TITLE: Environmental/occupational investigation case files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. medical/patient data

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12095

3

TITLE: Farm truck plate application

DATES: 1992-

ARRANGEMENT: Alphabetical by individual's name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These USTC License Plate Application forms attest the truck is used solely for farm or agriculture use on Green Belt Property. The application is submitted to the State Motor Vehicle Division and a copy is retained by the local health department. The application must be renewed annually. The Tax Commission retains their copy as part of the Vehicle Registration Records (series 7186) for fifteen years. This form includes answers to two statements, registered owners name, county residence, vehicle identification number, year, make and model, manufacturer's gross vehicle weight rating, registered gross laden, owner's signature, date signed, emission certificate number, examining officer's signature, date signed, health department seal, and signature of official reviewing and approving waiver.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12095

TITLE: Farm truck plate application

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12105

3

TITLE: Foodborne outbreak report records

DATES: 1989-

ARRANGEMENT: Alphabetical by facility name, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Report forms to collect data on suspected foodborne disease outbreaks used during investigations to record the initial complaint and subsequent interviews and by local health departments to determine if sufficient complaints warrant denial of permit. Includes: place, number of persons eating city, county, and state of suspected meal; name, telephone, age, sex, any illness, and number of persons interviewed; date and hour ate and onset of illness; symptoms and severity such as nausea, vomiting, cramps, diarrhea, fever, duration of symptoms, doctor if consulted, and hospitalization; specimen taken, date, and results; identification of foods eaten; totals of persons ill and not; narrative statement; case disposition; and investigator's signature.

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 Food service establishment inspection reports, GRS-561.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years or until facility closes and then delete.

Paper: Retain in Office until scanned into database and then destroy.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12105

TITLE: Foodborne outbreak report records

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on the statute of limitation provisions expressed in UCA 78-14-4 (1992). "No malpractice action against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act . . ."

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. medical and complainant's personal information

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10739

3

TITLE: Individual on site wastewater disposal system file

DATES: 1980-

ARRANGEMENT: Alphanumerical by address.

DESCRIPTION:

These files document the approval by the department for the construction of individual sewage treatment equipment, as authorized by UCA 26A-1-115(2) (1995). This form includes the property address, owner or mortgagor name, contractor's name, final inspection date, number of bedrooms, subdivision where property is located, lot number, whether the property has a basement, seepage rate, water supply type and source, water source description, a description of the septic tank (capacity, dimensions, access, etc.), seepage pit description, distribution box description, disposal field description, whether the construction is approved or not, and inspector's name.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until the system is updated or no longer in use and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office until system is updated or no longer in use and then microfilm.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10739

TITLE: Individual on site wastewater disposal system file

(continued)

APPRAISAL:

These records have administrative value(s).

These records have administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10743

3

TITLE: Official vehicle emissions inspection/maintenance station files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document the issuing of permits to inspection stations to conduct emissions inspections on motor vehicles. This activity is required by 42 USCA 7410(2)(G) and UCA 41-6-163.6 (1995). These files include a copy of the permit application. The application includes the name, address, and business telephone numbers; business owner; name of the business manager or responsible individual; application approval date; permit issue and expiration dates, permit number;, and fee amount. These records also include the station application, permit information, correspondence, performance reports, audit reports, hearings, technician information, VIR's, station and technician file notes.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the permit has expired or has been terminated and then destroy.

Computer data files: Retain in Office for 3 years after permit has expired and then delete.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10743

TITLE: Official vehicle emissions inspection/maintenance station files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12103

4

TITLE: Rabies investigation report

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Investigation report forms, complaints, notes and action, animal bite or contact reports, and lab test results in the investigation by the health department into possible cases of rabies as reported by individuals or animal control officers. Includes: registered environmental health specialists name, date, patient's name, age, sex, telephone number, bitten or exposed, date and extent, parent's name, physician's name and telephone, suspect animal species, rabies immunization date, circumstances of bite, animal owner's name, address, telephone number, rabies examination request, complaint number, and animal disposition.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office until scanned and then destroy.

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

APPRAISAL:

These records have legal value(s).

This disposition is based on the statute of limitation provisions expressed in UCA 78-14-4 (1992). "No malpractice action against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 12103

TITLE: Rabies investigation report

(continued)

the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act . . ."

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. patient personal and medical information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 29583

3

TITLE: Vehicle inspection/maintenance records

DATES: undated

ARRANGEMENT: Numerical by vehicle inspection number.

DESCRIPTION:

These are the results of the inspection of each vehicle submitted by the inspection stations to the department. This is used to report the test results of the program to report to the Environmental Protection Agency (EPA). These report forms include the vehicle inspection number, engine size and model; owner's name and address; vehicle make; license plate number; model year; test date; station number; mechanic number; inspection cost; test results for tampering, first test emissions level and final test emissions level; certificate number issued; emission repairs costs; and certified emissions mechanic's signature.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Property maintenance and repair records, GRS-111.

AUTHORIZED: 09-10-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 29583

TITLE: Vehicle inspection/maintenance records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10749

3

TITLE: Water analysis results

DATES: 1992-

ARRANGEMENT: Alphabetical by facility name or homeowners last name.

DESCRIPTION:

These are the results of tests of water sources such as drinking water, public swimming pools, and wells to ensure that the water meets all health standards. These test results include county name, water supply source, the date sample was collected, lab number where tested, individual's name collecting the sample, and the test results.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Swimming pool bacteriological analyses results, GRS-604.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Environmental Health and Laboratory Division

SERIES: 10749

TITLE: Water analysis results

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.