

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: 26688

1

TITLE: Asbestos files

DATES: 1980-2011.

ARRANGEMENT: Alphabetical by city and thereunder alphabetical by name

DESCRIPTION:

These files contain the results of asbestos testing. Citizens bring samples of the building material to be tested for asbestos when a building, typically a residence, is being demolished or remodeled. These records verify the test results and ensure the safety of the demolition or remodeling project.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

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

SERIES: 12108

4

TITLE: Barber and beauty shops inspections

DATES: 2010.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

Inspection forms for barber and beauty shops in Davis County. Includes shop or salon name and address, owner's or manager's name, number of stations and operators, approval status, current city/county business license, operators' names and presence at inspection, inspection results indicating if violations exist in physical facilities, cleaning and maintenance, or operators and patrons, any clarifying remarks, the deadline for correcting any deficiencies, and signature of environmental health specialist, date, and name of person receiving inspection results.

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 closed and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

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

SERIES: 27398

3

TITLE: Bay area refuse disposal studies

DATES: 1976-1999.

ARRANGEMENT: Roughly chronological by date of study

DESCRIPTION:

These records document compliance with state and federal standards to ensure proper disposal of refuse and protection of ground water. These records were kept to monitor the Bay Area Refuse Disposal facility and to ensure that ground water was adequately protected. The files contain reports completed according to the ground water monitoring schedule contained in the landfill permit. They include the sampler's name, date samples were taken, well locations, quality control and chain of custody documents, analytical results, statistical analysis results, comments and signature. This series also contains maps, aerial renditions of area, notes, and correspondence. The BARD (Bay Area Refuse Disposal) facility was discontinued in 1999. This is a report completed according to the groundwater monitoring schedule contained in the landfill permit. Includes samplers name, date samples were taken, well locations, quality control and chain of custody documents, analytical results, statistical analysis results, comments and signature.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Groundwater monitoring report, GRS-716.

AUTHORIZED: 11-01-1995

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.

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

SERIES: 27398

TITLE: Bay area refuse disposal studies

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

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

SERIES: 12092

3

TITLE: Certified swimming pool operator application and certificate records

DATES: 1986-2018.

ARRANGEMENT: Chronological, thereunder alphabetical by operator's name

DESCRIPTION:

These records document the certification of individuals as swimming pool operators in accordance with county regulations. They are used to maintain and oversee the certification program. The active certification number is kept and maintained in the application file. The records include the actual certification form (containing the certified swimming pool operator's name, date, expiration date, and division director's signature) and the application form.

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 needs expressed by the division.

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

SERIES: 12092

TITLE: Certified swimming pool operator application and certificate records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 27399

3

TITLE: Chevron Environmental Protection Agency records

DATES: 1970-1990.

ARRANGEMENT: roughly chronological by year

DESCRIPTION:

These files document compliance with Environmental Protection Agency (EPA) standards at the Chevron Refinery in Davis County. The files include testing results of air and ground water testing for the refinery, maps, aerial renditions, and correspondence between various agencies such as the EPA, the Department of Environmental Quality, and the Division of Air Quality. They also include studies, reports of results, and corrective action orders.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Groundwater monitoring report, GRS-716.

AUTHORIZED: 11-01-1995

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.

APPRAISAL:

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

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

SERIES: 27399

TITLE: Chevron Environmental Protection Agency records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

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

SERIES: 12098

3

TITLE: Dog kennel inspections

DATES: 1970-2018.

ARRANGEMENT: Alphabetical by kennel's or owner's name

DESCRIPTION:

Inspection forms for dog kennels. Includes kennel name, address, and owner's name, responses to a statement of standards, license approval or rejection, date, and sanitarian's signature.

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 needs expressed by the division.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 10761

3

TITLE: Emergency response files and hazardous waste

DATES: 1979-2020.

ARRANGEMENT:

DESCRIPTION:

These case files document the investigation of hazardous waste incidents including the cleanup, the process and the proper waste disposal. The case files include complaint date, time, and number; complainant's name, address, and telephone number; spill location; material spilled; weather conditions/local terrain; time on scene; population of area; personnel on scene; volume of spill; anticipated movement of spill; action taken; water bodies or streams involved; name of shipper/manufacturer; chemical placarding/labeling information; container type; railroad/truck ID number; injury or exposure; samples taken; and signature of registered environmental health specialist.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Emergency response hazardous waste case files, GRS-551.

AUTHORIZED: 01-27-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives.

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

SERIES: 10761

TITLE: Emergency response files and hazardous waste

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(1) chemical formulas

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

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.

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: 10741

1

TITLE: Emission test records/Vehicle inspection report (VIR)

DATES: undated.

ARRANGEMENT: None

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, or OBDII test results or diesel opacity test results; certificate number issued; emission repairs costs; and certified emissions mechanic's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records prior to and including 1990. Retain in Office for 2 years and then destroy.

Computer data files: For records beginning in 1991 and continuing to the present. Retain in Office for 10 years and then delete.

PRIMARY DESIGNATION:

Private

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

SERIES: 10736

1

TITLE: Emission test/Repair technician files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These files document mechanics certified as being qualified to conduct emission inspections. These files include permit applications, test certification and recertification exams, applicant's employer, home address and phone numbers, applicant's signature, date the application was approved, date the permit was issued, permit number, fee amount, and expiration date. It may also include a business name, telephone number, address, notes, recertification information and payment information.

RETENTION:

Retain for 2 year(s) after expiration of permit or license

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 permit has expired or been terminated and then destroy.

Computer data files: Retain in Office for 2 years after permit has expired or been terminated and then delete.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. applicant's home address and home telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 10756

1

TITLE: Environmental complaints

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These forms record 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; nature of complaint, date investigated, action taken, completion date, and signature of registered environmental health specialist.

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. name, address, telephone number of complainant

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

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)(I)

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. The Utah Department of Health and Human Services 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.

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.

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: 12090

3

TITLE: Food establishment permit applications

DATES: 1987-2019.

ARRANGEMENT: Alphabetical by facility name.

DESCRIPTION:

These records document the application and issuance of permits to operate mobile and fixed food establishments. All applicants sign a statement agreeing to comply to all Davis County Food Service Sanitation Rules and Regulations. The permit may be revoked for noncompliance. They include the establishment name, address, telephone number, mailing address, legal ownership (whether individual, corporation, or partnership), address, and telephone number, property owner's name, if temporary permit its inclusive dates, date, applicant's signature, date inspection approved, establishment type, classification, permit number, seating, bays, square footage, and date permit issued.

RETENTION:

Retain for 5 year(s) after final action

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: 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 needs expressed by the division.

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

SERIES: 12090

TITLE: Food establishment permit applications

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 12100

3

TITLE: Food establishments issued permit records

DATES: 1988-2019.

ARRANGEMENT: Alphabetical by facility name.

DESCRIPTION:

These permits are issued to food establishments authorizing continued operation. These records document the permit status of food establishments in Davis County. A new decal is issued to the establishment annually if ownership has not changed and is affixed to the permit. The permit is not transferable. A copy is maintained in the facility file. The records include copies of the permit and decal. The permit includes establishment name, address, operator's name, date, and health official's signature. The decal includes the year valid and the local health department's name.

RETENTION:

Retain for 5 year(s) after final action

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

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 12100

TITLE: Food establishments issued permit records

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 10754

1

TITLE: Food handlers permit records

DATES: 2003-2018.

ARRANGEMENT: Chronological by date and thereunder alphabetical by surname.

DESCRIPTION:

These forms document the application and issuance of food handlers permits. They include applicant's name, address, and telephone number, date, birth date, sex, physical description, place and address of employment site, whether permit previously issued, and applicant signature.

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:

Computer data files: For records beginning in 2003 and continuing to the present. Retain in Office for 3 years and then delete.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 12099

3

TITLE: Food service establishment permit suspension records

DATES: 1979-2019.

ARRANGEMENT: Chronological, thereunder alphabetical by establishment's name.

DESCRIPTION:

Permit suspension forms for food establishments which failed to comply with health department regulations and standards (sanitation, health, bad food, temperature controls). Includes permitholder's name, establishment's name, date inspection conducted, permit number, legal authority for suspending permit, authorizing signature, date, and name and title of person receiving suspension notice.

RETENTION:

Retain for 5 year(s) after final action

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: Retain in Office for 5 years after after facility is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 12099

TITLE: Food service establishment permit suspension records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

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

SERIES: 10737

1

TITLE: Food service inspection reports

DATES: 1980-2018.

ARRANGEMENT: Chronological, thereunder alphabetical by establishment's name

DESCRIPTION:

These review forms document the local health department's review of food service plans prior to the opening of the establishment.

This is part of the local health departments duties as set out in UCA 26A-1-114(2)(a) (2011). The department reviews floor plans, equipment schedules, plumbing plan and schedule, lighting plan, finish schedule (floors, walls, and ceiling), and equipment details when necessary to determine whether food establishments meet general requirements for bathrooms, washing facilities, plumbing, cooking equipment, grease traps, lighting, waste disposal, and other facilities prior to the opening of the establishment. These forms include the establishment's name, address, mailing address, and telephone number, reviewers name, date, a listing of any areas of concern, and comments.

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: 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: 10738

1

TITLE: Gas span/leak check report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly form submitted by inspection stations reporting that their emissions inspection equipment is operating properly. It ensures the accuracy of the data collected by the station. This form includes the name, number, and address of the station; the analyzer's brand name, model and serial number; the gas brand; the propane equivalency factor; the test date; the person performing the gas calibration and leak check; the cylinder pressure; the span gas concentration levels; the calibration port readings; the readjustment readings; the probe readings; the percentage difference; whether the machine passed or failed the check; and a record of any unusual occurrences during the month (analyzer inoperable, maintenance performed, etc.). This form was discontinued July 1, 1991.

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. Environmental Health and Laboratory Division

SERIES: 12096

3

TITLE: Health and safety inspection record

DATES: 1980-2018.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

Health and safety inspection forms for care facilities (day care, child care, health facilities, nursing facilities), to insure facility meets state and county health and safety regulations. Include facility name, address, owner's name and facility type, license recommendation (approved, denial, conditional), indication of any violations in various categories including personnel, medical, physical facilities, housekeeping, safety, signatures of owner and environmental health officer, date, necessary comments, and deadlines for correction of violations.

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 expressed by the division.

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

SERIES: 12096

TITLE: Health and safety inspection record

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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 Utah Code. 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: 10760

1

TITLE: Indoor clean air act complaints

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These forms record complaints received for individual's smoking in public buildings. They include date and time; name, sex, address, birthdate, location of complaint; violator's name and signature; and name and address of complainant.

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. complainant's name, address, telephone number, and birth date

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

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

SERIES: 10764

3

TITLE: Inspection of daycare, preschools, nursing homes, food and sanitation

DATES: 1983-2018.

ARRANGEMENT: Alphabetical by company name and thereunder chronological
DESCRIPTION:

These report forms document inspections of licensed/unlicensed day care facilities, group homes, and jails. These inspections are part of the local health departments duties as specified in UCA 26A-1-114 (1)(g) (1995). These forms include facility's name and address, operator's name, facility type, indications whether inspection identified any deficiencies in facility's structure, bathrooms, safety, plumbing, outside facilities, food service, vermin control, housekeeping and general cleanliness, managers signature and telephone number, environmental health specialist's signature and date, and an indication whether inspection approved, conditionally approved, or denied the continued operation of facility. Any identified deficiencies are required to be completed within thirty days or facility could be closed for noncompliance.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Licensed/unlicensed day care facilities, group homes, and jails inspection repo, GRS-579.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

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

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

SERIES: 10764

TITLE: Inspection of daycare, preschools, nursing homes, food and sanitation

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 12097

3

TITLE: Inspection records

DATES: 1979-2018.

ARRANGEMENT: Alphabetical by facility name, thereunder chronological
DESCRIPTION:

Hold order forms, notices of embargo and hold order release forms
for actions taken after the inspection of hospitals, stores,
restaurants, nursing homes, or any place serving or selling food.

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 is closed and
then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 10740

1

TITLE: Inspection/maintenance and audit report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This report records department inspections of vehicle emission inspection stations to ensure that proper equipment is used and standard procedures followed. This report includes the station's name, permit number, analyzer number, station's address, inspection date, check list, inspection results noting any violations, and inspector'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 for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

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

SERIES: 10742

1

TITLE: Inspection/maintenance certification/recertification examination

DATES: 1980-2018.

ARRANGEMENT: Alphabetical by last name and then by date

DESCRIPTION:

These files document the examination of individuals who wish to become certified emissions mechanics. These forms include the name of the mechanic, certification number, station name where the mechanic works, whether this is a recertification, final test score, the results of specific test items, and the signature of the auditor.

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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the certification is terminated or expired and then destroy.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 26665

3

TITLE: Job corp building inspection records

DATES: 2000-2018.

ARRANGEMENT: Alphabetical by name of facility and thereunder chronological.

DESCRIPTION:

These files document the inspections conducted by the local health agency to ensure that the school buildings and premises are safe for use by the students and school personnel. This is part of the local health agencies duties as set out in UCA 26A-1-114(3) (2011). These inspection forms include school district's name, school type, school's name, enrollment statistics, number of class and work rooms, inspection date, inspector's name, inspector's remarks, and the results of the inspection of the grounds, school rooms, floors, walls, ceilings, chalkboards, heating, ventilation, lighting, seating, water supply, hand washing facilities, toilet facilities, locker facilities, shower rooms, and waste disposal.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School building inspection records, GRS-598.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 6 years and then destroy.

Microfilm duplicate: Retain in Office for 6 years and then destroy.

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

SERIES: 26665

TITLE: Job corp building inspection records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 10759

3

TITLE: Municipal drinking water sanitary survey

DATES: 1992-2024.

ARRANGEMENT: Alphabetical by water system name.

DESCRIPTION:

These surveys record the inspections of water tanks for proper security, sanitation, proper maintenance, sanitation, and chlorine levels to guarantee water quality. The survey forms include date, name and address of owner, location of water system, results of inspection, and signature of sanitarian.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Drinking water systems survey, GRS-550.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office until final action and then delete.

APPRAISAL:

These records have administrative value(s).

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: 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 federal and state code. 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, Vehicle Inspection Record, 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: 12102

3

TITLE: Private well files

DATES: 1995.

ARRANGEMENT: Alphabetical by last name of property owner.

DESCRIPTION:

These records document the approval of the department for the construction and use of private wells, as authorized by UCA 26A-1-114(1) (1995). The State Health Department maintains the listing of all private wells and retains record copy of state approvals. These records include the property address, owner name, contractor's name, final inspection date, subdivision where property is located, water supply type, source, and description, whether construction approved or not, results of water quality tests, and inspector's name.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Private wells records, GRS-591.

AUTHORIZED: 01-30-2019

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.

Computer data files: Retain in Office permanently.

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

SERIES: 12102

TITLE: Private well files

(continued)

APPRAISAL:

These records have administrative value(s).

These records have administrative value for well owners.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

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: 10745

1

TITLE: Scavenger salvage permit

DATES: 1988-2018.

ARRANGEMENT: Alphabetical by company name and thereunder chronological
DESCRIPTION:

These files document the issuance of permits under the authority of UCA 26A-1-114(1)(a) (1995) allowing the holder to engage in the business of emptying, or cleaning any vault, privy, septic tank, cesspool, or grease trap, automobile salvage, by-product disposal, and recycling. These permits include permit holder's name, the business name, the permit holder's home and business addresses, the date issued, expiration date, the property owner's name, business type, application's approval date and the permit number.

RETENTION:

Retain for 2 year(s) after expiration of permit or license

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 permit expires or has been terminated and then destroy.

PRIMARY DESIGNATION:

Public

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

SERIES: 12104

3

TITLE: Scavenger/salvage permit applications

DATES: 1979-2019.

ARRANGEMENT: Alphabetical by company name.

DESCRIPTION:

These applications are completed by persons seeking permits to engage in the business of emptying, or cleaning any vault, privy, septic tank, cesspool or grease trap, automobile salvage, by-product disposal, and recycling. The records include both the vehicle and operator applications. They include company's name, address, telephone number, responsible person's name, indication of type of permit requested (scavenger or salvage vehicle permit, or salvage operator permit/type of operation, or both), vehicles (license number, make/year, capacity, general description, applicant's signature, title, and date.

RETENTION:

Retain for 5 year(s) after final action

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: Retain in Office for 5 years after business closes 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: 12104

TITLE: Scavenger/salvage permit applications

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 12120

3

TITLE: Scavenger/salvage vehicle and office permit records

DATES: 1979-2018.

ARRANGEMENT: Alphabetical by company name.

DESCRIPTION:

These records document the official licensing of scavenger/salvage vehicles in accordance with county regulations and payment of appropriate fees. These permits are renewed annually. Each vehicle is required to display a permit on each side of the windshield. These records include copies of the actual permit issued (expiration date, permit number), and permit (name, address, operation type, date issued, chief sanitarian's signature, and expiration date).

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: 09/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 12120

TITLE: Scavenger/salvage vehicle and office permit records

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 10744

3

TITLE: School building inspection records

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These files document the inspections conducted by the local health agency to ensure that the school buildings and premises are safe for use by the students and school personnel. This is part of the local health agencies duties as set out in UCA 26A-1-114(3) (1995). These inspection forms include school district's name, school type, school's name, enrollment statistics, number of class and work rooms, inspection date, inspector's name, inspector's remarks, and the results of the inspection of the grounds, school rooms, floors, walls, ceilings, chalkboards, heating, ventilation, lighting, seating, water supply, hand washing facilities, toilet facilities, locker facilities, shower rooms, and waste disposal.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School building inspection records, GRS-598.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

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

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

SERIES: 10744

TITLE: School building inspection records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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

SERIES: 10746

1

TITLE: Subdivision plat copies

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are copies of plats prepared by real estate developers showing the layout of lots in a subdivision. The department reviews these plats to ensure that proper sanitary facilities for the lots are included in the plan. The plats include surveyor's name, boundary description, subdivision name, date of acceptance by the legislative body, the date and terms of approval by the local health department, and planning commission's approval date.

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 or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

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

SERIES: 10747

3

TITLE: Swimming pool inspection report

DATES: 1983-2018.

ARRANGEMENT: Alphabetical by company name and thereunder chronological

DESCRIPTION:

This is a report on the inspection of public swimming pools as required by UCA 26A-1-114(1) and 26-15-2 (1995). This report form includes the pool name, pool address, owner's name, operator's name, the date and time of the inspection, the number of bathers during the inspection, inspector's name, and inspection 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 inspection report, GRS-605.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

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

SERIES: 10748

1

TITLE: Swimming pool permits

DATES: 1980-2018.

ARRANGEMENT: Chronological, thereunder alphabetical by permit holder's name

DESCRIPTION:

These files document the issuance of permits by the health department to operate public swimming pools. The permits include the permit holder's name, the business name, the permit holder's home and business addresses, date issued, expiration date, property owner's name, type of business, date application approved, and permit number.

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 and then destroy.

PRIMARY DESIGNATION:

Public

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

SERIES: 26937

1

TITLE: Temporary food permit applications

DATES: 1986-2019.

ARRANGEMENT: Chronological by month

DESCRIPTION:

These are inspection records for vendors who sell food at fairs and other local events. Information in the records includes name, address, and phone number of vendor, and date and place of event.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(51)

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

SERIES: 28561

3

TITLE: Temporary mass gatherings applications

DATES: 2011-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

This application is used for temporary mass gatherings. These records include the name of the event, location, dates, person-in-charge (PIC), property owner, address, phone number, and event information. These records allow County officials to oversee compliance and conduct inspections related to food handling, safety, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreational camps and temporary mass gathering inspection reports, GRS-595.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 3 years after date of mass gathering event and then delete.

Paper: For records beginning in 2011 through 2014. Retain in Office for 3 years after date of mass gathering event and then destroy.

APPRAISAL:

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

This record allows the County Environmental Health Department to manage appropriate guidelines, and creates a record should any legal issues occur.

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

SERIES: 28561

TITLE: Temporary mass gatherings applications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2020.

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

SERIES: 12106

3

TITLE: Underground storage facility case files

DATES: 1990-2010.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

These records document the operations of all underground storage tanks in Davis County. They are used to document inspections, the permit application process, leak detection investigations, closures, ground and vapor monitoring, inventory control, and tank tightness. The case files include the manual tank gauging form (MTG), leak detection inspection checklist, leak detection for piping form, inventory control and tank tightness testing form, interstitial monitoring form, vapor monitoring form, ground water monitoring form, closure plan form, closure inspection form, underground storage tank closure notice, deficient tank closure plan notice, and leak prevention self inspection guide.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

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. Environmental Health and Laboratory Division

SERIES: 12106

TITLE: Underground storage facility case files

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2021.

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

SERIES: 10755

1

TITLE: Underground storage tank closure records

DATES: 1992-2010.

ARRANGEMENT: None

DESCRIPTION:

This is an application form used to obtain a permit to either close or install an underground storage tank. The form includes the date, owner's name, address, and telephone number; contractor's name, address, and telephone number; location of underground storage tank, name/business and address; indication whether application is for the installation or closure of underground storage tank(s) listing number of tanks, whether fee has been paid, and if for closure whether a state approved closure plan was noted or if for installation whether installation plans approved prior to permit issuance; amount of fee paid; permit number; approval signature, applicant's name and signature; and closure/installation date.

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

SERIES: 10762

3

TITLE: Underground storage tanks monthly report

DATES: 1992-2010.

ARRANGEMENT: Chronological by month

DESCRIPTION:

This monthly report documents the amount of employee time spent on the inspections of underground tanks and is submitted to the State Department of Environmental Quality, Division of Environmental Response and Remediation. It includes month and year, employee's name, how much time was spent in which category, and file numbers used.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

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

SERIES: 10763

3

TITLE: Underground storage tanks quarterly reports

DATES: 1992-2010.

ARRANGEMENT: Chronological by quarter

DESCRIPTION:

These quarterly reports are submitted to the State Department of Environmental Quality, Division of Environmental Response and Remediation. They report the division's activities during the previous quarter and show the removal or installation of underground storage tanks, the monitoring of maintenance, and measurements of quantities that go in and out of these tanks including any leak detections.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

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

SERIES: 10758

1

TITLE: Vapor recovery violations

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These notices are given to tanker truck drivers who have vented gas vapors while discharging gas. Environmental laws require tanker trucks' hoses to force vapors back into the truck while discharging gasoline. The notices include date and time of violation; name, sex, address, and birthdate of violator; location of violation; explanation of of violation; and officer's signature.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

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: 12107

3

TITLE: Voluntary merchandise destruction records

DATES: 1979-2018.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

This form documents the voluntary destruction of goods which have not met inspection standards. The health department notifies the establishment their goods do not comply to inspection standards and requests them to voluntarily destroy the goods. If establishment does not voluntarily destroy items the division will initiate legal action to order the establishment to destroy the items. The form includes date, firm's name and address, a statement certifying that merchandise was voluntarily destroyed in an approved manner, a listing of articles destroyed including quantity, size, weight and reason for destruction), signatures of firm's representative and department's agent, and date.

RETENTION:

Retain for 5 year(s) after final action

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: Retain in Office for 5 years after closure of facility 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: 12107

TITLE: Voluntary merchandise destruction records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

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.

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

SERIES: 10751

1

TITLE: Water bacteriological analyses results

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are the results of tests of water sources such as wells to ensure that the water meets all health standards. These tests are authorized by UCA 26A-1-114(2)(d) (1995). 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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public