

Retention and Classification Report

Agency: Davis County (Utah). Department of Animal Care (2487)

Davis Co. Administration Building
1422 E 600 N Fruit Heights, PO 618
Farmington, UT 84025

Records Officer: _____

11718	Animal citations
11726	Daily field reports
11735	Euthanasia license records
11741	Sodium pentobarbital euthanasia log
11717	Unsigned animal adoption agreement files.

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11718

3

TITLE: Animal citations

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by citation number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document citations issued to animal owners for violations of Davis County ordinances. Information included in the citations is contact information, description of animal or animals, and nature of the violation.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 5 years after last incident and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11718

TITLE: Animal citations

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11726

4

TITLE: Daily field reports

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by officer's name

DESCRIPTION:

Forms completed by each animal control officer to report on daily activities, used to compile reports. Include officer's name; times on and off duty; patrol time and area, day of week; vehicle number used; beginning and ending mileage; type of activity totals performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

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

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11726

TITLE: Daily field reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(51)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11735

4

TITLE: Euthanasia license records

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the agency's requirement to follow Food and Drug Administration licensing procedures for controlled substances as stated in 21 CFR 1301.13 (2014). These records document the licenses and registrations required annually for the purchase and dispensing of the controlled substance Sodium Pentobarbital. Information includes entity's contact information and date of application.

RETENTION:

Retain for 5 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 Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after expiration of license and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on the legal requirements specified in 21 CFR 1301.13 (2014).

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11735

TITLE: Euthanasia license records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11741

4

TITLE: Sodium pentobarbital euthanasia log

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's requirement to follow controlled substance record keeping procedures as stated in 21 CFR 1304.03 (2014). These records document the amount of sodium pentobarbital used and the number of animals euthanized by Davis County Animal Control. Information includes the amount of substance administered to an animal as well as the administrator's name.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after last incident, expiration of license, event and then delete.

Paper: Retain in Office for 5 years after last incident, expiration of license, event and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the legal requirements specified in 21 CFR 1304.03(g)(2014).

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11741

TITLE: Sodium pentobarbital euthanasia log

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11717

3

TITLE: Unsigned animal adoption agreement files.

DATES: 1986-

ARRANGEMENT: Alphabetical by name, thereunder numerical by impound number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to license and transfer animal ownership. These records document if the prospective owner qualifies to adopt an animal and verify that the animal has been sterilized. Records include the completed adoption agreement, information about the prospective owner and adopted animal, and related records created during the adoption process.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Department of Animal Care

SERIES: 11717

TITLE: Unsigned animal adoption agreement files.

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(51)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.