

Retention and Classification Report

Agency: Davis County (Utah).\$bDepartment of Animal Control (2487)

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

Records Officer: _____

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

SERIES: 11714

1

TITLE: Accounts payable

DATES: 1975-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11715

1

TITLE: Accounts receivable

DATES: 1970-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11722

3

TITLE: Activity reports

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to investigate animal nuisances and offenses against animals. These records document incidents to which an officer responds. Information included is contact information and descriptions of the incident and animals involved.

RETENTION:

Retain for 5 year(s) after case is closed

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 date of last incident and then destroy.

Computer data files: Retain in Office for 5 years after date of last incident 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: 11722

TITLE: Activity reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10),(11)

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

SERIES: 11716

3

TITLE: Agenda

DATES: 1980-2018.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

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: 11721

3

TITLE: Bite reports

DATES: 1985-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document the investigations of animal bites. The reports include contact information for all parties involved, descriptions of the animals, as well as any medical treatment rendered.

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:

Paper copy: 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 the administrative needs expressed by the department.

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

SERIES: 11721

TITLE: Bite reports

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b); 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: 11725

3

TITLE: City animal services contracts

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by city, thereunder chronological

DESCRIPTION:

Duplicate contracts of agreements signed annually between Davis County and cities within the county to provide animal control services, used for reference purposes. Official copies maintained by the county clerk. Include date, city's name, provisions of agreement, term of agreement, payments, and signatures of county commission chair, county clerk, and city representatives.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11723

3

TITLE: Computer daily cash receipts

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Public

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

SERIES: 11724

3

TITLE: Contract billings

DATES: 1990-2011.

ARRANGEMENT: Alphabetical by city

DESCRIPTION:

Monthly bills sent to cities with contractual agreements with Davis County to provide animal control services, used to collect fees for services provided. Include date, invoice number, name and address of city, description of services provided, amount due, contract-agreement number, account number, and a statement certifying the accuracy of billing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

Paper: 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 the department.

PRIMARY DESIGNATION:

Public

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: 11727

3

TITLE: Dog license records

DATES: 1986-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function of animal ownership transfer and licensing. These records document the dog licensing process including the payment of all fees. They include a description of the dog and the owner's contact information.

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 expiration of license and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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: 11729

1

TITLE: General administrative correspondence

DATES: 1970-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11719

3

TITLE: Kennel records

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by impound number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support the agency's oversight of all impounded animals. For each animal these records may document the following information: a unique identifier and description, the circumstances of impoundment, medical history, notes associated with ownership information or observed behavior, and the circumstances of disposition of the animal. This information is used for statistical analysis, decision making, and agency planning.

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 event and then destroy.

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

APPRAISAL:

These records have administrative value(s).

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

SERIES: 11719

TITLE: Kennel records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(11)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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

SERIES: 11730

1

TITLE: Mailing lists

DATES: 1970-2016.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are lists of names and addresses used for various county mailings (billings and other administrative purposes). They include the names and addresses of individuals who have licensed dogs, and mailings sent out to remind them of renewals for licensing.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

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

SERIES: 11731

3

TITLE: Major incident case files

DATES: 1988-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. Major incident case files are a composite of all incidents in which a specific person or animal is involved. These records document multiple offenses committed by a single animal or person and may contain similar records from other governmental agencies.

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:

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

Computer data files: Retain in Office for 5 years after case is closed 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: 11731

TITLE: Major incident case files

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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

SERIES: 27461

3

TITLE: Notices of violation

DATES: 2001-

ARRANGEMENT: chronological

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document tickets issued to animal owners allowing them the opportunity to correct the problem before receiving an actual Animal citation.

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 after date of last incident and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

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

SERIES: 27461

TITLE: Notices of violation

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b); 63G-2-302(2)(d)

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

SERIES: 11733

3

TITLE: Officer's inventory

DATES: 1986-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records support the agency's administrative function to supervise officers, other agents and employees of the agency. These records document the equipment issued to individual officers and their activities. Information includes officer number, truck number, condition numbers, repairs needed, and additional remarks.

RETENTION:

Retain for 5 year(s) after separation

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 after last action 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: 11733

TITLE: Officer's inventory

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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

SERIES: 11737

3

TITLE: Press releases files

DATES: 1980-2010.

ARRANGEMENT: Chronological.

DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public

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

SERIES: 11738

3

TITLE: Public relations files

DATES: 1970-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal county ceremonies by elected county officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11739

3

TITLE: Publications

DATES: 1970-2019.

ARRANGEMENT: Chronological, thereunder alphabetical by title

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11740

1

TITLE: Reading or chronological files

DATES: 1993-2010.

ARRANGEMENT: None

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

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 or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public

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: 11742

3

TITLE: Summons

DATES: 1992-2018.

ARRANGEMENT: Chronological

DESCRIPTION:

Summons result if a citation has been issued. Information for each summons includes: name, telephone number and address, driver's license number, sex and birth date, breed, sex, color, age, name, total fee, number of animals, permit number and year, indications of offense, owner notification statement, date and time issues, officers name, identification number, and citation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 department.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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

SERIES: 11743

1

TITLE: Technical reference files

DATES: 1970-2019.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until superseded

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 until superseded and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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

SERIES: 11744

3

TITLE: Time sheets

DATES: 1901-2019.

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

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.

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

SERIES: 26639

3

TITLE: Visitor log

DATES: 1987-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains daily visitor logs of those who visit the Davis County animal shelter. Logs contain information about those visiting the shelter to adopt or drop off stray animals. This log is used to track facility use. Logs include information such as names, addresses, phone numbers, and reasons for visit.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2011

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.