

## Retention and Classification Report

**Agency:** Davis County (Utah).\$bDepartment of Building and Grounds (2488)

Davis Co. Memorial Courthouse  
28 E. State Street, P.O. Box 618  
Farmington, UT 84025

**Records Officer:** \_\_\_\_\_

30397	Fire Department building plans
11695	Housekeeping files

**AGENCY:** Davis County (Utah). Facilities

**SERIES:** 30397

3

**TITLE:** Fire Department building plans

**DATES:** 1963

**ARRANGEMENT:** Numerical by drawing number.

**DESCRIPTION:**

Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until subject property is demolished or sold and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of infrastructure constructed by the county to provide fire protection services.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Facilities

**SERIES:** 11695

3

**TITLE:** Housekeeping files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public