Retention and Classification Report

Agency: Davis County (Utah). Facilities (2488)

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

Records Officer: _____

30397	County facility building plans
11695	*Housekeeping files

AGENCY: Davis County (Utah). Facilities

SERIES: 30397 3
TITLE: County facility building plans
DATES: 1963-
ARRANGEMENT: Chronological by date of drawings, thereunder 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