

Retention and Classification Report

Agency: Davis County (Utah). Department of Public Works (2492)

1500 East 650 North
Fruit Heights, UT 84037

Records Officer: _____

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AGENCY: Davis County (Utah). Department of Public Works

SERIES: 28176

1

TITLE: ALERT Data

DATES: 1989-

ARRANGEMENT: By sensor then by date and station

DESCRIPTION:

ALERT (Automated Local Evaluation in Real Time) is a method of using remote sensors in the field to transmit environmental data to a central computer in real time. Records are created to monitor creek water levels through hydrological data within Davis County in an effort to minimize flood damage. Data collected includes precipitation, barometric pressure, location, and sometimes wind velocity. The program includes automated warnings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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 permanently.

APPRAISAL:

These records have administrative value(s).
Documentation of the current environment will have perpetual significance to the public works department.

PRIMARY DESIGNATION:

Protected 63G-2-305(21)

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12129

3

TITLE: Annual "B" roads project report

DATES: 1989-

ARRANGEMENT: location of road project

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 11688

1

TITLE: As-built drawings

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are final "as-built" drawings for waterlines, sewerlines, and roads constructed within the county by private contractors or other governmental agencies. They document construction of the lines and reflect last minute changes or adjustments. The drawings are created from information collected by the surveyor and recorded in the field books. They include elevation, survey lines, range, section, and measurements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12158

1

TITLE: Correspondence

DATES: 1970-

ARRANGEMENT: Chronological, thereunder alphabetical by subject

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 or until no longer needed for reference and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12130

3

TITLE: Cost accounting payroll reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These biweekly reports track the number of hours all employees (except clerical staff) worked on each project. They are kept in project file. The reports includes date, social security number, name, activity type, hours worked, labor cost, equipment cost, and totals.

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: 10/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12151

3

TITLE: Daily fuel and maintenance cost summary report

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These monthly summary reports track the costs of all county vehicle fuel and maintenance services. The reports include two transactional reports (track copy) and the Department vehicle variable expense report (charge back copy). The track copy documents costs by maintenance locations (road shop site and the jail) while the Charge back copy serves as a statement of costs by individual departments. The track copy includes the date, transaction number, account number, authorization, date and time, pump number, quantity, total costs, part numbers, rate, total costs by product, and grand totals. The charge back copy includes month and year, vehicle description, vehicle identification number, number of miles and gallons, miles per gallon, fuel costs, maintenance costs, part costs, tire costs, totals and grand totals.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12151

TITLE: Daily fuel and maintenance cost summary report

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12131

1

TITLE: Excavation permit applications

DATES: 1992-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This three-part application form is used to obtain permission to excavate, cross, or alter a county road right-of-way. White copy is given to the inspection department, the yellow to the road department, and the pink copy to the applicant. All authorized work must be completed within sixty days from the permit issuance. The application form includes permit number, deposit, bond number, receipt number, permit fee, applicant's name, address, and telephone number, construction license number, construction agreement provisions, location, construction purpose, types of inspections necessary, signature and date, comments relating to preliminary inspection, permit approval signature and date, and any additional instructions.

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 after expiration and then destroy.

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 Public Works

SERIES: 12131

TITLE: Excavation permit applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12134

1

TITLE: Feasibility studies

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12135

3

TITLE: Finding aids

DATES: 1960-

ARRANGEMENT: Alphabetical by name or subject

DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12136

3

TITLE: Flood control permit applications

DATES: 1987-

ARRANGEMENT: geographic

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These permit application forms are used to obtain a permit certifying that building plans and specifications submitted by the applicant meet the Davis County Flood Control Master Plan requirements. They include the application drainage, basin section, applicant's name, address, and telephone numbers, permit work location, work description, other agencies permit, applicant's signature, office approval, date, restriction or comments, whether disapproved, date, reasons for disapproval and comments.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Flood control permit applications, GRS-683.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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 Public Works

SERIES: 12136

TITLE: Flood control permit applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12142

3

TITLE: Flood technical committee minutes

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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 permanently.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12137

3

TITLE: General ledgers

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12139

3

TITLE: Hazard response records

DATES: 1991-

ARRANGEMENT: geographical order

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document responses to road hazard calls. They include date, time, caller's name, problem description, hazard location, operator's name, action taken, information referred to, response assignment, description, reason for replacement, cost data, installation or maintenance, and any remarks.

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: 10/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12140

3

TITLE: Key list

DATES: 1991-1998.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

This is a list of all county employees assigned keys for offices, buildings, and vehicles. It is used to track keys. Employees must account for all keys assigned to them and return upon termination. The list includes employee's name and key number with vehicle number, gate or building identification.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12153

3

TITLE: Monthly fuel and service expense auditor's report

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This monthly report is submitted to the county auditor and documents county department fuel usage and vehicle maintenance services. It is used to bill departments for services provided. The report includes month and year, department, department number, fuel usage costs, service costs, department totals, and grand totals.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fuel records, GRS-112.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 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 Public Works

SERIES: 12153

TITLE: Monthly fuel and service expense auditor's report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12154

3

TITLE: Parts inventory

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an inventory of all parts. It is used to track parts used and bought. It includes vendor, part code, part description, vendor code, average cost, number of parts on hand, and value.

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: 10/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12149

3

TITLE: Pending files

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION:

Retain until final action

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 until reply received or action taken and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12147

1

TITLE: Reading and chronological files

DATES: 1985-2016.

ARRANGEMENT: Chronological

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 until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12146

3

TITLE: Roads, floods, vehicles, and weed project files

DATES: 1983-

ARRANGEMENT: Alphabetical by geographical location

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These project files document roads, floods, vehicles, and weed projects. They include general correspondence, newspaper articles, file notes, separate accounting for monies spent on specific projects, designs, developments, blueprints and specifications.

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: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the department's administrative needs and the records secondary research value documenting important road and flood projects.

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12146

TITLE: Roads, floods, vehicles, and weed project files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(6)(b)

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12148

3

TITLE: Scrapbooks

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These are a chronological record of the activities of the county or individual county department. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to county activities and actions and reactions of county citizens.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12155

3

TITLE: Vehicle and equipment inventory

DATES: 1988-

ARRANGEMENT: Numerical by division code, thereunder county number and serial number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an inventory of all county vehicles and equipment. It includes division (department); vehicle type; vehicle number; year, make, and model; original value; meter reading (odometer or hours); and status code.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12152

3

TITLE: Vehicle and equipment service file

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by county vehicle number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document all repairs and maintenance of county vehicles and equipment. They include vehicle warranties, original purchase agreements, service and maintenance history.

RETENTION:

Retain for 1 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12157

1

TITLE: Weed control accounts payable

DATES: 1981-

ARRANGEMENT: Chronological, thereunder numerical by code

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

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12160

3

TITLE: Weed control committee minutes

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of weekly county weed control meetings. This committee discusses measures to curb the growth of noxious weeds in the county. Membership consists of county employees, a representative from the agricultural extension service, state representative and citizen members.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: 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 the office.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12159

3

TITLE: Weed spraying agreements

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are agreements with the U.S. Forest Service and the Southern Pacific Railroad authorizing weed spraying on their property. Individuals may also request spraying.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Public Works

SERIES: 12156

1

TITLE: Works order

DATES: 1970-

ARRANGEMENT: Numerical by work order number

DESCRIPTION:

These are authorization forms for the repair or maintenance work on department vehicles, equipment, or county owned facilities or structures.

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