

Retention and Classification Report

Agency: Ogden (Utah). Department of Health (3212)

477 23rd street
Ogden, UT
(801)399-7180

Records Officer: _____

05709	*Contagious diseases registers
05715	*Correspondence
05746	*Health board minutes
05782	*Health board proceedings
05770	*Milk and ice cream monthly weight sheets
05660	*Payrolls
05783	*Reports

AGENCY: Ogden (Utah). Department of Health

SERIES: 5709

3

TITLE: Contagious diseases registers

DATES: 1904-1921.

ARRANGEMENT: Alphabetical by initial letter of surname.

DESCRIPTION:

Lists individual's name, age, sex, address, disease (e.g., chicken pox, croup, scarlet fever, measles, diphtheria, small pox, etc.), when reported, when released, vaccination or not, and physician's name. Total cases and total deaths are tabulated. Known holdings: (1) 20 March 1920 to 4 February 1921.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records in documenting the spread of contagious disease in the Ogden area.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

Controlled

Exempt

AGENCY: Ogden (Utah). Department of Health

SERIES: 5715

TITLE: Correspondence

DATES: 1917-1933.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains correspondence from the Ogden Health Department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

3

AGENCY: Ogden (Utah). Department of Health

SERIES: 5746

3

TITLE: Health board minutes

DATES: 1902-1906; c 1910-1911.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Holdings: One volume (July 7, 1902, to June 18, 1906).

Whereabouts of second volume (1910?-1911 is unknown).

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 State Archives permanently with authority to weed.

APPRAISAL:

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

Minutes have ongoing research value because they document agency history, functions, and decisions.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Department of Health

SERIES: 5782

3

TITLE: Health board proceedings

DATES: 1910-1920.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents proceedings dealt with by the Ogden Health Board.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Department of Health

SERIES: 5770

1

TITLE: Milk and ice cream monthly weight sheets

DATES: 1948-1950.

ARRANGEMENT: Chronological by year, thereunder alphabetical by dairy name, thereunder chronological by month.

DESCRIPTION:

These monthly weight sheets (two distinct forms) are reports to Ogden Department of Public Health. They were used by manufacturers to determine manufacturer's, producer's, and inspection fees in compliance with city ordinances.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Department of Health

SERIES: 5660

TITLE: Payrolls

DATES: 1957-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 65 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Ogden (Utah). Department of Health

SERIES: 5783

3

TITLE: Reports

DATES: 1922-1926.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Monthly and annual reports, Jan. 1922-Oct. 1926. Gives figures for contagious and infectious diseases, vital statistics, sanitation, weights and measures, food inspection, meat inspection, and milk and dairy food inspections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

PRIMARY DESIGNATION:

Public