

## Retention and Classification Report

**Agency:** Davis County (Utah) (3273)

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

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**AGENCY:** Davis County (Utah)

**SERIES:** 27482

3

**TITLE:** Agenda

**DATES:** 2010-2018.

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**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.

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**AGENCY:** Davis County (Utah)

**SERIES:** 27500

3

**TITLE:** Annual Reports

**DATES:** 2010.

**ARRANGEMENT:** chronological

**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.

Computer data files: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27501

3

**TITLE:** Executive correspondence

**DATES:** 1980-2017.

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records document the information relating to the functions, policies, procedures and programs of the county. May also include documentation of executive decisions made regarding county interests.

**AGENCY:** Davis County (Utah)

**SERIES:** 27501

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27502

1

**TITLE:** General Administrative Records

**DATES:** 1970.

**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.

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 10768

1

**TITLE:** General administrative records

**DATES:** 1990-2016.

**ARRANGEMENT:** None

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah)

**SERIES:** 27503

1

**TITLE:** Mailing Lists

**DATES:** undated.

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These are lists of names and addresses used for various county mailings (billings and other administrative purposes).

**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 or obsolete and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Davis County (Utah)

**SERIES:** 27504

3

**TITLE:** Minutes

**DATES:** undated.

**ARRANGEMENT:** chronological

**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.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27505

3

**TITLE:** Personnel Files

**DATES:** 1970.

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years or until 3 years after death or retirement and then destroy.

Computer data files: Retain in Office for 65 years or until 3 years after death or retirement and then delete.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah)

**SERIES:** 27505

**TITLE:** Personnel Files

(continued)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27506

3

**TITLE:** Policies and procedures manuals

**DATES:** undated.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the policies and procedures of the agency.

**AGENCY:** Davis County (Utah)

**SERIES:** 27506

**TITLE:** Policies and procedures manuals

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63-2-305 (10)(11) & (12)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27507

3

**TITLE:** Staff Meeting Minutes

**DATES:** 1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document actions of an internal staff committee handling problems within a county agency. These committees do not make countywide policy. These records usually include agenda, internal memoranda, notes, and informal minutes.

**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.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27508

3

**TITLE:** Time Sheets

**DATES:** undated.

**ARRANGEMENT:** none

**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.

Computer data files: Retain in Office for 3 years and then delete.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2023.

**AGENCY:** Davis County (Utah)

**SERIES:** 27444

1

**TITLE:** Working Papers

**DATES:** 2010.

**ARRANGEMENT:** not applicable

**DESCRIPTION:**

These records, including electronic records, are the ongoing work product of employees who are engaged in creating, compiling, and organizing information in the course of carrying out the responsibilities of their positions. The records can include such things as tables, drafts, and notes, such as those written on legal pads. These records are difficult to describe or categorize exactly because they can be all encompassing in nature. They are usually considered as non-records until such time they are finalized, distributed, or approved. These records apply to all departments in the county.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**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 project or action is complete and then delete.

Paper: Retain in Office until project or action is complete and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Davis County (Utah)

**SERIES:** 27444

**TITLE:** Working Papers

(continued)

**PRIMARY DESIGNATION:**

Protected