

Retention and Classification Report

Agency: Metropolitan Water District of Salt Lake & Sandy (Utah) (3394)

3430 East Danish Road
Cottonwood Heights, UT 84093
801-942-1391

Records Officer: _____

27701	*Bacteriological Quality Analyses reports
27702	*Chemical/radiological analyses
29697	*Point of The Mountain Aqueduct construction plans and specif
27728	Radio licenses
27426	Salt Lake Aqueduct acquisition files

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27701

3

TITLE: Bacteriological Quality Analyses reports

DATES: 2011.

ARRANGEMENT: Numerical

DESCRIPTION:

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bacteriological quality analyses reports, GRS-1110.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27702

3

TITLE: Chemical/radiological analyses

DATES: 2011.

ARRANGEMENT: Numerically within document locator

DESCRIPTION:

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

AUTHORIZED: 02-25-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 17 years and then transfer to lab for 2 years..

Paper: Retain in Office for 17 years and then transfer to lab for 2 years.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 29697

3

TITLE: Point of The Mountain Aqueduct construction plans and specifications

DATES: 2004-2007.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are construction project management records, final plans, and specifications for the Point of the Mountain Aqueduct.

This series includes the final drawings, requests for information, submittals, change orders, inspection notebooks, and inspection reports for new construction of the Point of Mountain Aqueduct. This aqueduct was completed in 2007.

RETENTION:

Permanent. Retain for 30 year(s)

DISPOSITION:

Transfer to Archives.

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The records have historical value as they indicate the construction of water infrastructure, and will be of permanent value to the department and historical researchers.

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 29697

TITLE: Point of The Mountain Aqueduct construction plans and specifications

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305 (2018)

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27728

3

TITLE: Radio licenses

DATES: 2011-

ARRANGEMENT: Numerically by document locator number.

DESCRIPTION:

The purpose and use of these records is to store licenses that allow the District to run the radio system. It includes FCC licenses which establish the transmitter frequencies, call signs, issue date, and expiration date of the broadcast repeater stations.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2011

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have legal value(s).
47 CFR 74

PRIMARY DESIGNATION:

Public

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27426

3

TITLE: Salt Lake Aqueduct acquisition files

DATES: 1936-

ARRANGEMENT: Numerical by tract number

DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Digital image: Retain in Office for 7 years and then delete.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

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

These records document land purchases and provide valuable historical information concerning the Salt Lake water system.

PRIMARY DESIGNATION:

Public