Retention and Classification Report

Agency: North Utah Valley Animal Services Special Service District (Utah) (3395)

193 North 2000 West
Lindon, UT 84042
801-785-3442

Records Officer: _____

28347	Administrative board meeting minutes
28356	Animal adoption contract
28357	Animal intake form
28359	Animal license records
28363	Computer daily cash receipts
28358	Controlled substances euthanasia log
28361	Owner surrender form
28362	Visitor registration log book

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28347 3
TITLE: Administrative board meeting minutes
DATES: 2006 -
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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:

All Formats: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28347
TITLE: Administrative board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28356 3
TITLE: Animal adoption contract
DATES: 2006 -
ARRANGEMENT: Alphabetical
DESCRIPTION:

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28357 3
TITLE: Animal intake form
DATES: 2006 -
ARRANGEMENT: Numerical by intake number
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28357
TITLE: Animal intake form

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28359 3
TITLE: Animal license records
DATES: 2006 -
ARRANGEMENT:
DESCRIPTION:

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28363 3
TITLE: Computer daily cash receipts
DATES: 2012 -
ARRANGEMENT: Chronological
DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain for 3 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:

All Formats: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28358 3
TITLE: Controlled substances euthanasia log
DATES: 2006 -
ARRANGEMENT: Chronological
DESCRIPTION:

This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28361 3
TITLE: Owner surrender form
DATES: 2006 -
ARRANGEMENT: Chronological
DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28361
TITLE: Owner surrender form

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: North Utah Valley Animal Services Special Service District (Utah)

SERIES: 28362 3
TITLE: Visitor registration log book
DATES: 2006 -
ARRANGEMENT: Chronological by date
DESCRIPTION:

These records are a registration log of all visitors to the North Utah Valley Animal Services' animal shelter facility. The records contain the date and time of visit, as well as the visitor's name, phone number, and city of residence.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

All Formats: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public