

## Retention and Classification Report

**Agency:** Uintah Animal Control and Shelter Special Service District (Utah) (3485)

1387 E 335 S  
Vernal, UT 84078  
4357817297

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

27729	*Administrative Control Board meeting agenda
27727	Administrative Control Board meeting minutes
27724	*Animal adoption contract
27723	*Animal bite reports
27730	Animal control annual reports
27613	Animal control case reports
27614	Animal control evidence disposition records
27615	Animal control evidence logs
27617	Animal control firearms disposal records
27618	Animal control firearms inventory cards
27616	Animal control firearms qualification records
27719	Animal control monthly reports
27596	*Animal in-take forms
27634	*Animal quarantine notice
27612	*Animal shelter annual report
27611	Animal shelter monthly reports
27792	Animal shelter receipt book
28217	Annual district activities report
27610	*Approved animal adoption application
27717	Controlled substances euthanasia log
27620	Discharge of firearm report
27716	*Dog license records
28095	*Dog surrender questionnaire
27598	*Equine owner surrender form
27720	Euthanasia license records
27601	Found animal reports
27593	*Livestock files
27721	Loss control inspection reports
27718	*Master intake logs
27599	*Micro-Chip tracking cards
27600	Missing animal reports

27597	*Owner surrender form
27592	*Owner/Agent claim contract
28097	*Patient Chart
28493	*Pre-adoption animal evaluation audio/videos
28496	*Pre-adoption written animal evaluation
27722	Proof of publication records
27635	*Rabies test files
27619	*Remote chemical immobilization drug log
27725	Resolutions
27633	Sharps injury log
27654	Sheltered animal files
27632	Snow removal log
27631	Standard operating policy manual
28502	Transitory Correspondence
27602	Visitor registration log book
27594	*Waiver of liability for small animals
27595	*Waiver of liability livestock

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27729

3

**TITLE:** Administrative Control Board meeting agenda

**DATES:** 2006-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

**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 provided they are not part of the official meeting minutes.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27727

3

**TITLE:** Administrative Control Board meeting minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency administrative control board meetings. They are adopted and approved by the District board during their next meeting. The minutes include the date, time, and meeting place; members present and absent; substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance of their testimony; any other information that any member requests be entered in the minutes.

**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:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27727

**TITLE:** Administrative Control Board meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27724

3

**TITLE:** Animal adoption contract

**DATES:** 2007-2015.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records are used to complete and finalize the adoption of an animal. These records contain the date, impound log number, receipt number, adopter's name, physical address, phone number, and driver's license number; the animal's name, breed, age, sex, whether spayed or neutered, micro-chip number, who implanted, mandatory sterilization, rabies vaccination and dog license dates, and adoption provisions. These records may include a pre-adoption application, pre-adoption written and audio/video evaluations, animal intake or owner surrender form, kennel card, micro-chip card, patient chart, veterinary rabies vaccination certificate and release of liability form for small animals.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(j)(i); 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27723

3

**TITLE:** Animal bite reports

**DATES:** 2007-2015.

**ARRANGEMENT:** Numerical by case, as generated by dispatch

**DESCRIPTION:**

This report form documents investigations of animal bites. Copies may be kept by the animal control officer, animal shelter, and the local health department. An animal without a current rabies vaccination verification will be quarantined for 10 days to guarantee the animal does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, owner's name, physical address, phone number and driver's license number, information on person or animal bitten, informant's name, information on incident, treatment, animal and investigation. These records may include; animal quarantine notice, rabies test request forms, animal intake or owner surrender form, kennel card, micro-chip card.

**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:**

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

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27730

3

**TITLE:** Animal control annual reports

**DATES:** 2007-

**ARRANGEMENT:** Chronological by specific year

**DESCRIPTION:**

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document annual statistics for animal control services. Information includes the types of service calls received as well as the total number of service calls, citizen assistances, miles patrolled, and officer training hours.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

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:**

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 10 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 annual accomplishments of the agency.



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27730

**TITLE:** Animal control annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27613

3

**TITLE:** Animal control case reports

**DATES:** 2007-

**ARRANGEMENT:** Numerical by case, as generated by dispatch.

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**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:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

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

**APPRAISAL:**

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

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27613

**TITLE:** Animal control case reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27614

3

**TITLE:** Animal control evidence disposition records

**DATES:** 2009-

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27615

3

**TITLE:** Animal control evidence logs

**DATES:** 2009-

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 8 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27615

**TITLE:** Animal control evidence logs

(continued)

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27617

3

**TITLE:** Animal control firearms disposal records

**DATES:** undated

**ARRANGEMENT:** Chronological by year and then by serial number

**DESCRIPTION:**

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

**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 Firearms disposal records, GRS-1080.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27618

3

**TITLE:** Animal control firearms inventory cards

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Firearms inventory cards, GRS-1081.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after disposal of firearms and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27618

**TITLE:** Animal control firearms inventory cards

(continued)

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27616

3

**TITLE:** Animal control firearms qualification records

**DATES:** 2009-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

**RETENTION:**

Retain for 2 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Firearm qualification records, GRS-341.

**AUTHORIZED:** 06-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Agency Record Center for 2 years after separation or termination of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27719

3

**TITLE:** Animal control monthly reports

**DATES:** 2007-

**ARRANGEMENT:** Chronological by year and thereunder by month

**DESCRIPTION:**

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document monthly statistics for animal control services and are used to compile the annual report. Information includes the types of service calls received as well as the total number of service calls, citizen assistances, miles patrolled, and officer training hours.

**RETENTION:**

Retain for 1 year(s)

**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:**

Computer data files: Retain in Office for 1 year and then delete.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27719

**TITLE:** Animal control monthly reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27596

3

**TITLE:** Animal in-take forms

**DATES:** 2007-2015.

**ARRANGEMENT:** Numerical by impound/log number

**DESCRIPTION:**

These forms are completed for each animal brought to the animal shelter, by the public. They may contain the following information: date brought in; impound log number, assigned pen number; micro-chip and/or tag numbers; finder's name, address, telephone number; location of pickup, type of animal, breed, sex, age and color; reason animal impounded and other information related to claim, adoption or final disposition. These forms may include; kennel card, micro-chip card, owner/agent claim contract, animal adoption contract, waiver of liability for small animals, patient chart, pre-adoption written animal evaluation, pre-adoption audio/video animal evaluation, veterinary rabies vaccination certificate, animal bite report, rabies test request form.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27596

**TITLE:** Animal in-take forms

(continued)

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27634

3

**TITLE:** Animal quarantine notice

**DATES:** 2008-2015.

**ARRANGEMENT:** Alphanumerically by case number and then by year. Attached to bite reports and/or animal control case reports.

**DESCRIPTION:**

This report form documents investigations of animal bites. Copies may be kept by the animal control officer, impound, and the local health department. An animal without a rabies vaccination verification will be quarantined for 10 days to guarantee the animal does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, owner's name, physical address, phone number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

**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:**

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

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27612

3

**TITLE:** Animal shelter annual report

**DATES:** 2007-2015.

**ARRANGEMENT:** Chronological by specific year

**DESCRIPTION:**

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document annual statistics for animal sheltering services. Information includes the types of animals impounded, number of animals sheltered at the beginning and end of each month, and number of visitors. Information also includes the number of animals adopted, claimed, escaped, euthanized, owner released, rescue released, and sold at auction.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 10 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 annual accomplishments of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27611

3

**TITLE:** Animal shelter monthly reports

**DATES:** 2007-

**ARRANGEMENT:** Chronological by year and thereunder by month

**DESCRIPTION:**

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document monthly statistics for animal sheltering services and are used to compile the annual report. Information includes the types of animals impounded, number of animals sheltered at the beginning and end of each month, and number of visitors. Information also includes the number of animals adopted, claimed, escaped, euthanized, owner released, rescue released, and sold at auction.

**RETENTION:**

Retain for 1 year(s)

**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:**

Computer data files: Retain in Office for 1 year and then delete.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27611

**TITLE:** Animal shelter monthly reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27792

3

**TITLE:** Animal shelter receipt book

**DATES:** 2007-

**ARRANGEMENT:** chronological by year thereunder numerical by receipt book number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are receipts issued for money received into entity accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid

**RETENTION:**

Retain for 4 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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28217

3

**TITLE:** Annual district activities report

**DATES:** 2007-

**ARRANGEMENT:** Chronologically by year.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 6 year(s)

**DISPOSITION:**

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The Annual Report documents the history of the Uintah Animal Control and Shelter and summarizes the activities of the year, including financial statistics and policies changes.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27610

3

**TITLE:** Approved animal adoption application

**DATES:** 2007-2015.

**ARRANGEMENT:** alphabetical by last name

**DESCRIPTION:**

These records are applications received prior to the actual adoption of an impounded animal. They are used to determine the suitability of a potential adopter, their compliance with existing municipal and county ordinances and the best placement for the welfare of the animal and the community. These records contain the name of the potential adopter, physical address, phone numbers, and drivers license number, information about their home environment, yard, fence or kennel set up, number of animals owned currently, whether these animals are spayed or neutered, vaccinated and have a current dog license if applicable. These records also contain questions on what the adopter expects or wants from the animal, and what they are willing to do to work with the animal in such areas as obedience training, house-breaking, crate training, exercise, socialization, housing, grooming, etc.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27610

**TITLE:** Approved animal adoption application

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27717

3

**TITLE:** Controlled substances euthanasia log

**DATES:** 2007-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's requirement to follow controlled substance record keeping procedures as stated in 21 CFR 1304.03 (2014). These records document the amount of sodium penobarbital administered and any waste. Information includes the date, administrator's name, as well as the animal's species, weight, and impound number. For euthanasia that occurs outside of the agency's facility information also includes the location and names of other agencies involved.

**RETENTION:**

Retain for 5 year(s) after final action

**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:**

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

**APPRAISAL:**

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

Retention is based on the legal requirements specified in 21 CFR 1304.03(g)(2014).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27717

**TITLE:** Controlled substances euthanasia log

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27620

3

**TITLE:** Discharge of firearm report

**DATES:** 2009-

**ARRANGEMENT:** chronological by date and numerical by case number

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**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:**

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

**APPRAISAL:**

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

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27620

**TITLE:** Discharge of firearm report

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27716

3

**TITLE:** Dog license records

**DATES:** 2007-2020.

**ARRANGEMENT:** Alphabetical for paper records. Chronological and thereunder numerical for electronic records.

**DESCRIPTION:**

These records support the agency's function to assist with the regulation of dogs by providing licenses in accordance with Utah Code 10-8-65 (2015). Records document the licensing of dogs by their owner. Information includes a description of the dog as well as its rabies vaccination history, and owner's contact information.

**RETENTION:**

Retain for 5 year(s) after expiration of permit or license

**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:**

Computer data files: Retain in Office for 5 years after expiration of license and then delete.

Paper: Retain in Office for 5 years after expiration of license and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27716

**TITLE:** Dog license records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28095

3

**TITLE:** Dog surrender questionnaire

**DATES:** 2012-2015.

**ARRANGEMENT:** Numerical by impound number.

**DESCRIPTION:**

These forms are completed for each dog owner surrendered to the animal shelter. They may contain the following information: date brought in; impound log number, breed, sex, spayed or neutered, color, age; dog's history, health, habits and behavior . These records may include an owner surrender form, pre-adoption written and audio/video animal evaluation, kennel card, micro-chip card, approved animal adoption application, animal adoption contract, waiver of liability for small animals, patient chart, and veterinary rabies vaccination certificate.

**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:**

Paper: Retain in Office for 1 year after event and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Retention for these records is based on their relation to adoption and surrender documents.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27598

3

**TITLE:** Equine owner surrender form

**DATES:** 2009-2015.

**ARRANGEMENT:** Numerical by year.

**DESCRIPTION:**

These forms are completed for any equine, owner surrendered , to the animal shelter. They may contain the following information: date surrendered; impound log number; brand; brand inspection number; brand inspector; owner's name, address, telephone number and driver's license; type of equine, breed, sex, age and color; reason animal surrendered and other information related to adoption or disposal. These records may include; kennel card, current brand inspection certificate, pre-adoption written and audio/video animal evaluations, livestock auction/claim book, waiver of liability livestock.

**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:**

Paper: Retain in Office for 1 year after event and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah Agricultural Code Title 4 chapter 24, section 4-24-11 and 4-24-12

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27598

**TITLE:** Equine owner surrender form

(continued)

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27720

3

**TITLE:** Euthanasia license records

**DATES:** 2007-

**ARRANGEMENT:** Chronological thereunder by individual license holders names

**DESCRIPTION:**

These records support the agency's requirement to follow Food and Drug Administration licensing procedures for controlled substances as stated in 21 CFR 1301.13 (2014). These records document the licenses and registrations required annually for the purchase and dispensing of the controlled substance Sodium Pentobarbital. Information includes entity's contact information and date of application.

**RETENTION:**

Retain for 5 year(s) after expiration of permit or license

**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:**

Paper: Retain in Office for 5 years after expiration of license and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Retention is based on the legal requirements specified in 21 CFR 1301.13(e)(i)(2014).



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27720

**TITLE:** Euthanasia license records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27601

3

**TITLE:** Found animal reports

**DATES:** 2007-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain for 4 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27593

3

**TITLE:** Livestock files

**DATES:** 2007-2015.

**ARRANGEMENT:** Receipt book form thereunder numerical

**DESCRIPTION:**

These records support the agency's function to provide a safe and humane care and control of domesticated livestock. Records document the intake, sheltering, and final handling of livestock. Information includes contact information for the person who transported the livestock to the shelter, a description of the livestock, and the reason for sheltering. Information may also include public notice of auction sale, receipt of auction sale, and vaccinations administered.

**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:**

Paper: Retain in Office for 1 year after event and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah Agricultural Code Title 4

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27721

3

**TITLE:** Loss control inspection reports

**DATES:** 2007-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Loss control inspection reports, GRS-199.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 12 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27721

**TITLE:** Loss control inspection reports

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24)(2008)

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27718

3

**TITLE:** Master intake logs

**DATES:** 2007-2020.

**ARRANGEMENT:** Chronological by year thereunder by month

**DESCRIPTION:**

These records support the agency's function to protect and provide for the safe and humane care and control of animals within its jurisdiction. Records document the intake and final handling of all sheltered animals. Information includes a description of the animal. The owner's contact information may also be included.

**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:**

Paper: Retain in Office for 1 year after event and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27599

3

**TITLE:** Micro-Chip tracking cards

**DATES:** 2007-2015.

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

These records document the micro-chip information for any dog, cat or ferret under impound which is claimed or adopted . They may contain; implant date, who implanted, owner's name, physical address, phone number, co-owner and/or alternate contact name and phone number, the micro-chip number, the animal's name, description, age, sex, spayed or neutered, impound log number and dates of impound or adoption.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27600

3

**TITLE:** Missing animal reports

**DATES:** 2007-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain for 4 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27597

3

**TITLE:** Owner surrender form

**DATES:** 2007-2015.

**ARRANGEMENT:** Numerical by impound and log number

**DESCRIPTION:**

These forms are completed for each animal, owner surrendered, to the animal shelter. They may contain the following information: date brought in; impound log number, assigned pen number; micro-chip and/or tag numbers; owner's name, address, telephone number; and drivers license number; location of pickup, type of animal, breed, sex and color; reason animal is being surrendered and other information related to adoption or final disposition. These records may include; dog surrender questionnaire, kennel card, micro-chip card, patient chart, pre-adoption written and audio/video animal evaluation, approved animal adoption application, animal adoption contract, veterinary rabies vaccination certificate .

**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:**

Paper: Retain in Office for 1 year after event and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27597

**TITLE:** Owner surrender form

(continued)

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27592

3

**TITLE:** Owner/Agent claim contract

**DATES:** 2007-2015.

**ARRANGEMENT:** alphabetical by name.

**DESCRIPTION:**

These records are used for the claim or redemption of owned animals. These records contain the date, impound log number, receipt number, owner and/or agent's name, owner's physical address, phone number and driver's license number; the animal's name, breed, age, sex, whether spayed or neutered, micro-chip number, who implanted, optional sterilization date, mandatory rabies vaccination and dog license dates, sterilization partial prepayment fees, and claim provisions. These records may include an animal intake form, kennel card, micro-chip card, patient chart, veterinary rabies vaccination certificate and release of liability form for small animals.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah Municipal Code Chapter 17

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27592

**TITLE:** Owner/Agent claim contract

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(j)(i); 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28097

3

**TITLE:** Patient Chart

**DATES:** 2012-2015.

**ARRANGEMENT:** Chronological by month, thereunder numeric by impound number

**DESCRIPTION:**

This list contains all records of additional medication, deworming required or necessary for the care of the animal, that is administered, (includes dosage amounts, frequency and by whom,) for any animal that is ill upon intake/impound or becomes ill during its impound period. By law all shelters are required to provide medical care for impounded ill and/or injured animals. It was created to track and record all vaccinations and medications given to the animal while under impound until final disposition of claim, adopt or euthanasia.

**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:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28493

3

**TITLE:** Pre-adoption animal evaluation audio/videos

**DATES:** 2010-2015.

**ARRANGEMENT:** Chronological by date, thereafter by impound number

**DESCRIPTION:**

These audio/video recordings document and determine an animal's temperament and suitability for adoption and placement in the community, or release to a 501(c)(3) animal rescue group for fostering and/or adoption placement.

**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:**

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

**APPRAISAL:**

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

These audio/video recordings are retained in addition to the paperwork for the four year retention schedule on an adopted animal or an animal released to a rescue group. These recordings are also documentation that when the animal was adopted out or placed with rescue they did not show any signs of aggression or other behaviors which would make them unsuitable for adoption.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28496

3

**TITLE:** Pre-adoption written animal evaluation

**DATES:** 2010-2015.

**ARRANGEMENT:** Chronological by date, thereafter by animal impound number  
**DESCRIPTION:**

These records are completed by shelter staff to document and determine the animal's temperament and suitability for adoption and placement in the community, or release to a 501c3 animal rescue group for fostering and/or adoption placement. Documentation includes behavioral problems i.e.; aggression to humans, other animals, food aggression, sex discriminative, obedience training, good for kids, energy level, ability to play with toys, social interaction with other animals, and staff notes/observations and evaluators name, impound number, date and reason for impound, the animal's name, breed, color, age, sex . These records may include; animal intake form, owner surrender form, dog surrender questionnaire, kennel card, micro-chip card, patient chart, a pre-adoption animal evaluation audio/video, approved animal adoption application, animal adoption contract, waiver of release for small animals, veterinary rabies vaccination certificate .

**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:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). These records document that at the time of an animal's adoption or placement with a rescue, that animal did not show any signs of aggression or other behaviors which would make them unsuitable for adoption.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28496

**TITLE:** Pre-adoption written animal evaluation

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27722

3

**TITLE:** Proof of publication records

**DATES:** 2007-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Proof of publication files, GRS-46.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27635

3

**TITLE:** Rabies test files

**DATES:** 2007-2015.

**ARRANGEMENT:** Alphabetically by last name and then numerically by year.

**DESCRIPTION:**

These records support the agency's function to provide a safe and humane care and control of animals. Records document the quarantine, testing, and final handling of animals suspected of carrying the rabies virus. Information includes contact information for the person who transported the animal to the shelter, a description of the animal, a description of conditions under which the animal bite or scratch occurred, contact information for the victim, and rabies test results. Information may also include contact information for the animals owner, any previous rabies vaccinations, or a home-quarantine agreement.

**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:**

Paper: Retain in Office for 5 years after date of last incident and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27619

3

**TITLE:** Remote chemical immobilization drug log

**DATES:** 2009-2015.

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

This log documents the use and amount of controlled substances used by animal control officers in the remote chemical immobilization of owned or stray animals. It must include the date, number, animal type, case number, type of drug used and the amount, numbers total and ending inventory.

**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:**

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

**APPRAISAL:**

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

Retention is based on legal requirements as stated in 21 CFR 1304.03(g)(2014).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. unless already adjudicated and completed appeals process.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27725

3

**TITLE:** Resolutions

**DATES:** 2011-

**ARRANGEMENT:** Chronological by year, thereunder numerical

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**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 Local government resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27633

3

**TITLE:** Sharps injury log

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date and year.

**DESCRIPTION:**

These reports are used for the reference and generation of claim files.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student and patron injury records, GRS-1386.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 12 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27654

3

**TITLE:** Sheltered animal files

**DATES:** 2007-

**ARRANGEMENT:** Alphanumerically by impound number

**DESCRIPTION:**

These records support the agency's function to protect and provide for the safe and humane care and control of animals within its jurisdiction. Records document the intake, care, and final handling of sheltered animals. Information includes a description of the animal, reason for sheltering, impound number, medical information, and related records.

**RETENTION:**

Retain for 5 year(s) after final action

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27654

**TITLE:** Sheltered animal files

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27632

3

**TITLE:** Snow removal log

**DATES:** 2008-

**ARRANGEMENT:** Numerical by year

**DESCRIPTION:**

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Property maintenance and repair records, GRS-111.

**AUTHORIZED:** 09-10-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).  
required by OSHA

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27631

3

**TITLE:** Standard operating policy manual

**DATES:** 2007-

**ARRANGEMENT:** Numerical

**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 office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Permanent. Retain for 33 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

**AUTHORIZED:** 01-28-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years.

**APPRAISAL:**

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

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27631

**TITLE:** Standard operating policy manual

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 28502

3

**TITLE:** Transitory Correspondence

**DATES:** 2010-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27602

3

**TITLE:** Visitor registration log book

**DATES:** 2007-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records are used to keep a registration log of all visitors to the animal shelter facilities. These records contain the visitor's name, physical address, phone number and date of visit.

**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:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27594

3

**TITLE:** Waiver of liability for small animals

**DATES:** 2007-2015.

**ARRANGEMENT:** alphabetical, attached to claim and adoption forms at time of transaction

**DESCRIPTION:**

These records are required for the claim, redemption or adoption of an animal under impound. These records contain owner's name and physical address. They are used to release and forever discharge the District from any liability regarding civil or criminal injuries or claims, contagious, or infectious animal and/or zoonotic diseases the animal may have been exposed to either prior to, or during impound, responsibility of owner or adopter to transfer micro-chip information, and follow all state and local animal control ordinances. . These records may include, owner claim contracts, animal adoption contracts, pre-adoption applications, dog surrender questionnaires, pre-adoption written and audio/video evaluations, animal intake or owner surrender forms, kennel card, micro-chip card, patient chart, veterinary rabies vaccination certificate.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27595

3

**TITLE:** Waiver of liability livestock

**DATES:** 2007-2015.

**ARRANGEMENT:** by year and then by numerical sequence

**DESCRIPTION:**

These records are required for the claim, redemption or adoption of livestock under impound. They contain the owner's name and physical address. They are used to release and forever discharge the District from any liability regarding civil or criminal injuries or claims; contagious or infectious equine and/or zoonotic diseases the livestock may have been exposed to either prior to, or during impound. The responsibility of the owner, under Utah state law, to provide to the District proof of Ownership for any livestock they are attempting to claim, and what forms under state law only, are accepted for proof of ownership, i.e. brand inspection certificate, auction invoice, lifetime or yearly travel permit, registration papers in the name of the current owner, current health certificate & a negative coggins test with the name of the person in possession of the livestock on them, if traveling from out of state. These records may include; livestock auction claim form, impound or kennel card, copies of any of the above listed forms.

**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:**

Paper: Retain in Office for 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Uintah Animal Control and Shelter Special Service District (Utah)

**SERIES:** 27595

**TITLE:** Waiver of liability livestock

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.