

## Retention and Classification Report

**Agency:** Davis County Legacy Events Center (Utah) (3560)

Davis County Legacy Events Center  
151 South 1100 West, P.O. Box 618  
Farmington, UT 84025

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

29846	Davis County Historical Fair Records
27590	*RV/Stall use agreement
27862	Registration records for county-sponsored events
27591	*Sports team records and class rolls

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 29846

3

**TITLE:** Davis County Historical Fair Records

**DATES:** 1945-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records may include, but is not limited to, any past marketing material for the county fair's major events, photo albums from the fair, old fair program books and records related to discontinued events, such as rodeo events, and Rodeo Queen pageants.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27862

3

**TITLE:** Registration records for county-sponsored events

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These registration forms are used to monitor participants in events occurring at the Legacy Events Center, and maintaining a waiver for each registrant. These records are used for the days of the races as a business document. They show what money is coming in through the activity and the county's legal responsibility to have a waiver on each registrant. These records contain a waiver, the name, mailing address, email address, telephone number, emergency contact information, number of times participants are registered, and the fee(s) paid. They also include a space for credit card numbers. A parent/guardian's name may be included if registrant is a minor.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Recreation registration records, GRS-649.

**AUTHORIZED:** 04-20-2018

**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).

The Legacy Events Center only needs these paper copies for a few weeks, in case anyone calls with questions. A one-year retention should more than cover the need for maintaining these records.

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27862

**TITLE:** Registration records for county-sponsored events

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d)(2020).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2021.

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27590

3

**TITLE:** RV/Stall use agreement

**DATES:** 1998-2019.

**ARRANGEMENT:** alphabetical by name, thereunder numerical by date

**DESCRIPTION:**

This information is a form of contract between individuals and the Events Center. These records contain the name, address, telephone number, emergency contact information, and credit card number, of the individual leasing the facility. These are a month-to-month lease, and also specify which facility is being used.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Commercial exhibitors applications and contracts, GRS-637.

**AUTHORIZED:** 11-01-1995

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27590

**TITLE:** RV/Stall use agreement

(continued)

**PRIMARY DESIGNATION:**

Private 63G-2-302(2)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27591

3

**TITLE:** Sports team records and class rolls

**DATES:** 1998-2019.

**ARRANGEMENT:** alphabetical and thereunder chronological

**DESCRIPTION:**

These records document the sponsorship of adult and/or youth team activities (e.g. baseball, basketball, volleyball, soccer, softball, equestrian events, etc.) Class rolls sheets record participation in recreational programs sponsored by the county (e.g. crafts, nutrition, exercises, team planning, songwriters, and 4-H shows.) They include information on teams, participants, and sponsors; assignment of umpires; regular play schedules; tournament schedules; and awards and prizes. Class rolls are used to create monthly & annual reports and for future planning. They include program or activity title, date, and participant's name.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2011

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Davis County Legacy Events Center (Utah)

**SERIES:** 27591

**TITLE:** Sports team records and class rolls

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.