

Retention and Classification Report

Agency: Bear River Health Department (Utah) (3654)

655 East 1300 North
Logan, UT 84341
435-792-6500

Records Officer: _____

29595	Injury prevention inspections
29134	Personnel records

AGENCY: Bear River Health Department (Utah)

SERIES: 29595

3

TITLE: Injury prevention inspections

DATES: 2003-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the agency's effort to promote and protect the health of Utah's residents by operating an injury prevention inspection program. Records include copies of signed car seat inspection forms. Information describes the inspection, releases the agency from liability, and may include technician name and technician number, caregiver signature, date, and child's first name, age, and weight.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Original forms are submitted to Safe Kids Worldwide, Inc.; agency retains copy for liability purposes.

AGENCY: Bear River Health Department (Utah)

SERIES: 29595

TITLE: Injury prevention inspections

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302-(2)(d)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Bear River Health Department (Utah)

SERIES: 29134

3

TITLE: Personnel records

DATES: 1971-

ARRANGEMENT: Alphabetical and thereunder chronological.

DESCRIPTION:

These records support the agency's administrative function to manage its human resources. These records document the hiring and employment of individuals. Information may include the original application, records necessary to calculate benefits, related professional training, and any final disciplinary actions or grievances.

RETENTION:

Retain for 65 year(s) or for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of employment and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Retention requirement stated in Utah Code 49-11-602(2014).

AGENCY: Bear River Health Department (Utah)

SERIES: 29134

TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)and(2)(a)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.