

LOCAL GOVERNMENT AGENCIES

Utah State Archives

Parent Agency: Davis County Commission
Health Department

Agency: Davis County (Utah). Health Department (2469)

Courthouse, Room 24
28 East State Street, P.O. Box 618
Farmington, UT 84025
451-3340

Records Officer: Yvonne Christensen

Analyst: Mindy Spring

AGENCY: Davis County (Utah). Health Department

SERIES: 27485

2

TITLE: Medicaid waiver for individuals 65 and older

VARIANT Aging Waiver1995

DATES: 2010-

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

This record series is used to monitor Medicaid clients' medical status, to coordinate services and care, and to record expenditures accrued. These records include personal information such as name, phone, address, social security number, medical data, and may include financial information. These records are required by State statute.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

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

APPRAISAL:

Fiscal Legal

administrative

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(2)

SECONDARY CLASSIFICATION(S):

Controlled. 63G-2-304(1)(2)

AGENCY: Davis County (Utah). Health Department

SERIES: 27486

2

TITLE: New Choices waiver records

DATES: 2007-

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

The New Choices waiver helps eligible individuals move out of nursing facility settings. Services are designed to help people transition out of a nursing facility and re-establish themselves back in the community. These records are used to monitor client services, expenditures, and medical status. The records contain personal information, including name, address, phone, social security number, and may include financial information. These records also include medical information.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

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

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(2)

SECONDARY CLASSIFICATION(S):

Controlled. 63G-2-304(1)(2)

Utah State Archives

Parent Agency: Davis County Commission
Library

Agency: Davis County (Utah). Library (2470)

38 South 100 East
Farmington, UT 84025
451-2322

Records Officer:

Analyst: Mindy Spring

AGENCY: Davis County (Utah). Library

SERIES: 11098

2

TITLE: Feasibility reports, analyses and studies

DATES: 1991-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Studies undertaken on various aspects of library operations and services, usually conducted in-house or by an outside vendor that has been presented to the library Board of Directors. These studies are done prior to making policy or planning decisions. Information included varies by study, but all include recommendations, date, and preparers' names.

RETENTION:

Retain until administrative value has been met.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

Administrative Historical

This disposition is based on the administrative needs expressed by the library and their informational value to researchers on policy development.

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Library

SERIES: 11105

2

TITLE: Lost book and refund receipts

VARIANT: Receipt and refund books

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Receipts issued by the library when patrons pay for a lost books, used to verify payment and issue refunds if book is found. Include patron name and identification number (barcode number), name of book paid for, amount paid and date, and total amount of receipt.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the library.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c)

AGENCY: Davis County (Utah). Library

SERIES: 11091

2

TITLE: Patron problem slips

DATES: 1988-

ARRANGEMENT: Alphabetical by patron name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These slips are created to track individual patron problems and to maintain a history on patrons with recurring problems. They include patron's name, identification number (barcode number), problem description, and resolution date.

RETENTION:

Retain Until resolved, or until administrative need ends.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the library.

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(c)

Utah State Archives

Parent Agency: Davis County Commission
Sheriff

Agency: Davis County (Utah). County Sheriff (262)

800 West State Street
P.O. Box 618
Farmington, UT 84025
451-4100

Records Officer: Yvonne Christensen
Analyst: Mindy Spring

AGENCY: Davis County (Utah). County Sheriff

SERIES: 24281

2

TITLE: Inmate phone service records

DATES: 1998-

ARRANGEMENT: Chronological by date and time, thereunder alphabetical by inmate's name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the transcripts and recordings of outgoing telephone calls by Davis County jail inmates. They are used to monitor the activities of inmates to enhance jail security and increase individual safety. They may also be used for ongoing investigations. They include the tape recording and the on-line copy of the transcripts.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

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

Sound recordings: Retain in Office for 1 year and then erase.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative and legal needs expressed by the Davis County Sheriff's Office.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27491

2

TITLE: Mobile data terminal communications

VARIANT MDT or I/M (instant messaging)

DATES: 2004-

ARRANGEMENT: Alphabetical by log in name, then chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The MDT's are used to send data to the officers in the field such as daily interdepartmental communications and sensitive data instead of using the radio. These records contain instant messaging such as memos, sensitive information and data, and everyday common communication similar to telephones. Records can contain personal and medical information on individuals.

RETENTION:

Retain 3 months

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Computer data files: Retain in Office for 3 months and then delete.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected 63G-2-305(22) & (9)(a)

STATE AGENCIES

Utah State Archives

Parent Agency:

Agency: Insurance Department (531)

3110 State Office Building
Salt Lake City, UT 84114
538-3800

Records Officer: Doyle Christensen

Analyst: Maren Jeppsen

AGENCY: Insurance Department

SERIES: 3005

2

TITLE: Insurance company examinations

DATES: 1925-

ARRANGEMENT: Chronological by year; thereunder alphabetical by company name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series contains work papers which provide a detailed analysis of the fiscal stability of insurance companies. Information includes corporate financial reports, articles of incorporation, correspondence, detailed financial statements and audits, and draft examination reports.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These records are used administratively to audit insurance companies including corporate finances. The records have legal value as they are required by UCA 31A-16-108.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(2)(a)(2008)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

SEPTEMBER 14, 2010

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

LOCAL GOVERNMENT AGENCIES

Davis County Commission
Davis Co. Health Department.2
Davis Co. Library.3
Davis Co. Sheriff.2

STATE AGENCIES

Insurance Department. 1

TOTAL RECORD SERIES SCHEDULED:	8	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.80	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date