

LOCAL GOVERNMENT AGENCIES

Utah State Archives

Parent Agency:

Agency: Davis County (Utah) (3273)

Davis County
28 East State Street, P.O. Box 618
Farmington, UT 84025
801-451-3200

Records Officer: Yvonne Christensen

Analyst: Mindy Spring

AGENCY: Davis County (Utah)

SERIES: 27591

2

TITLE: Sports team records and class rolls

DATES: 1998 - ongoing

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, exerscies,team planning, songwriters, and 4-H shows.) They include inforamtion 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.

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 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

Utah State Archives

Parent Agency: Davis County Commission
Animal Control

Agency: Davis County (Utah). Department of Animal Control (2487)

P.O. Box 618
Farmington, UT 84025

Records Officer: Yvonne Christensen
Analyst: Mindy Spring

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11717

2

TITLE: Animal adoption agreement files

VARIANT: Animal adoption and spaying agreement records

DATES: 1986-

ARRANGEMENT: Alphabetical by name, thereunder numerical by impound number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Animal adoption agreement files include pre-adoption questionnaires, letters explaining the adoption process, and adoption agreements completed by persons adopting animals. Information includes the name address and phone number of persons applying to adopt animals. Information is used to determine whether the prospective owner qualifies to adopt an animal and to verify whether the animal was spayed.

RETENTION:

Retain 2 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 4 years and then destroy.

APPRAISAL:

Legal

This disposition is based on the basic four year statute of limitation period for service contracts (UCA 70A-2-725 (1992)).

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(51)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 26639

2

TITLE: Visitor log

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains daily visitor logs of those who visit the Davis County animal shelter. Logs contain information about those visiting the shelter to adopt or drop off stray animals. This log is used to track facility use. Logs include information such as names, addresses, phone numbers, and reasons for visit.

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.

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

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

FEBRUARY 10, 2011

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

LOCAL GOVERNMENT AGENCIES

Davis Co. 1
Davis County Commission
Davis Co. Animal Control. 2

TOTAL RECORD SERIES SCHEDULED:	3	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	1.00	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