Retention and Classification Report

Agency: Bluffdale (Utah) (103)

2222 West 14400 South
Bluffdale, UT 84065-5248
8018499407

Records Officer: _____

29360	Budgets
80614	Building plans
30760	Closed meeting recordings
30384	Community Development Block Grant project files
29962	Council agendas
29251	General Plan
29013	Ordinances and resolutions
30383	Redevelopment Agency project files
28472	Subdivision case files and maps

AGENCY: Bluffdale (Utah)

SERIES: 29360 3
TITLE: Budgets
DATES: 2010-
ARRANGEMENT: none
DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Bluffdale (Utah)

SERIES: 80614 3
TITLE: Building plans
DATES: 1978-
ARRANGEMENT: Chronological
DESCRIPTION:

These are blueprints and specifications submitted by building contractors when applying for a building permit for new construction of private residential or commercial structures. They are used in determining code compliance and enforcement of city building codes.

RETENTION:

Permanent. Retain for 90 day(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days after Completion of Construction Project and then transfer to State Archives with authority to weed provided all inspections have been completed.

Microfilm master: Retain in Archives permanently.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the city. Building plans are only reviewed by a building inspector to guarantee that structures meet local building codes. They need only be kept 90 days after the end of construction in accordance with the provisions of the Uniform Building Code 1987, p. 303 which has been adopted by statute (UCA 58-50-17). Commercial building plans will be sampled as an example of commercial buildings being built in Bluffdale.

AGENCY: Bluffdale (Utah)

SERIES: 80614
TITLE: Building plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bluffdale (Utah)

SERIES: 30760 3
TITLE: Closed meeting recordings
DATES: 1999-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series includes recordings taken during meetings closed according to Utah Code 52-4-206 (1-2). If a public body closes a meeting under subsection 52-4-205(1), the public body shall make a recording of the closed portion of the meeting, which shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Compact disc: Retain in Office for 15 years and then transfer to State Archives.

APPRAISAL:

These records have legal value(s).

Must be kept permanently according to Utah Code 52-4-206(4)(2023).

AGENCY: Bluffdale (Utah)

SERIES: 30760
TITLE: Closed meeting recordings

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 52-4-206(5)(2023).

AGENCY: Bluffdale (Utah)

SERIES: 30384 3
TITLE: Community Development Block Grant project files
DATES: 1981-
ARRANGEMENT: Chronological by project date.
DESCRIPTION:

These records document community development block grants (CDBGs) projects managed by Bluffdale City. Records incude project applications, budgets and reports.

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 Community development block grant historical records, GRS-667.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of significant community development projects prioritized by the city of Bluffdale that met the requirements of the Federal Government's Community Development Block Grant program.

AGENCY: Bluffdale (Utah)

SERIES: 30384
TITLE: Community Development Block Grant project files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019)

AGENCY: Bluffdale (Utah)

SERIES: 29962 3
TITLE: Council agendas
DATES: 1975-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These records document the agenda prepared for regularly scheduled, special, and emergency meetings of the Bluffdale City Council.These agendas include date, time, place, of council meetings, and list of items to be presented to the council for consideration.

RETENTION:

Retain permanently

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 for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value based on their importance for documenting the legal actions taken by the city council.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2) (2019).

AGENCY: Bluffdale (Utah)

SERIES: 29251 1
TITLE: General Plan
DATES: 2014-
ARRANGEMENT: N/A
DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers

AGENCY: Bluffdale (Utah)

SERIES: 29251
TITLE: General Plan

(continued)

appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Bluffdale (Utah)

SERIES: 29013 3
TITLE: Ordinances and resolutions
DATES: 1978-
ARRANGEMENT: Chronological by adoption date.
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Bluffdale (Utah)

SERIES: 30383 3
TITLE: Redevelopment Agency project files
DATES: 1999-
ARRANGEMENT: Chronological by project date.
DESCRIPTION:

Record document the procedures taken by the Bluffdale Redevelopment Agency to see through project area improvements. Records include project plans, budgets, project area maps, site plan analysis, meeting minutes and agendas, public notices, participant lists, and related correspondence and memos.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of major projects undertaken by the city redevelopment agency.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Bluffdale (Utah)

SERIES: 28472 3
TITLE: Subdivision case files and maps
DATES: 1960-
ARRANGEMENT: Alphabetical by subdivision name
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Permanent files according to Schedule 20 in the Municipal General Records Retention Schedule 1998

AGENCY: Bluffdale (Utah)

SERIES: 28472
TITLE: Subdivision case files and maps

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Includes any personal information in the file for parties involved in the subdivision development. May include copy of a personal check used for bonding, infrastructure or other personal information.