

## Retention and Classification Report

**Agency:** Provo (Utah). Public Works Department (768)

1377 South 350 East  
351 W Center  
Provo, UT 84606  
801 852-6100

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

30403	City Engineer project files
13500	Improvement district drawings and plot plans
30404	Provo City Engineer annual reports

**AGENCY:** Provo (Utah). Public Works Department

**SERIES:** 30403

3

**TITLE:** City Engineer project files

**DATES:** 1961-

**ARRANGEMENT:** Roughly chronological.

**DESCRIPTION:**

These records document projects reviewed and completed by the Provo City Engineer's office and include records primarily of street and highway improvements. Records include project specifications, analysis, evaluations and related maps. Records also include; contracts, agreements, requests for proposals, and public hearing transcripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**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).

Records contain project reports for significant city infrastructure.

**AGENCY:** Provo (Utah). Public Works Department

**SERIES:** 30403

**TITLE:** City Engineer project files

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Provo (Utah). Public Works Department

**SERIES:** 13500

1

**TITLE:** Improvement district drawings and plot plans

**DATES:** 1983-

**ARRANGEMENT:** numerical by plan number

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Public Works Department

**SERIES:** 30404

3

**TITLE:** Provo City Engineer annual reports

**DATES:** 1921-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are annual reports compiled by the Provo City Engineer Department, and include a summary of the activities and accomplishments of the department for the previous year.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**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).

These records provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**PRIMARY DESIGNATION:**

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