

Retention and Classification Report

Agency: Park City (Utah). Public Works (772)

1053 Iron Horse Drive
Park City, UT 84060
435 615-5000

Records Officer: _____

21662	As-built construction drawings
21663	Backflow prevention test reports
21664	Bacteriological quality analyses reports
21665	Billing adjustment records
21666	Billing register
21667	Billing report printout
21700	Capital project status report
21668	Chemical/radiological analyses
21701	Class "C" road funding project files
21580	Class rolls
21703	Concrete maintenance records
21670	Connection books
21704	Construction contract records
21581	Construction project files
21705	Construction project files
21671	Cross connection control survey files
21672	Customer application records
21673	Customer deposit cards
21674	Daily filter log
21675	Daily operation log
21676	Daily pump station well reports
21404	Daily vehicle usage report
21706	Delivery tickets
21677	Discharge monitoring and water reclamation plant reports
21678	Ditch flow daily records
21679	Ditch flow summary reports
21707	Drainage maintenance agreements
21708	Drainage system repair list
21709	Drawings and diagrams
21711	Encroachment agreements
21680	Environmental protection agency (EPA) grant files

21712	Excavation permit application
21713	Excavation permit billings
21681	Field notes
21714	Flood control permit application
21682	Flow charts
21407	Fuel records
21408	Gasoline sales tickets
21715	Highway daily report
21683	Hydrograph annual reports
21684	Hydrograph daily charts
21716	Information maps and plats
21409	Insurance adjuster's estimates
21717	Interlocal agreements
21718	Intersection case files
21574	Lease files
21582	Maintenance complaints
21719	Materials test results
21685	Meter books
21686	Meter location records
21687	Meter repair and testing files
21410	Mileage certificates
21688	National pollutant discharge elimination system permits
21721	Parking meter report card log
21583	Parks files
21722	Permits to work in a public way
21702	Public works complaint files
21689	Pump station well summary reports
21584	Recreation program files
21585	Recreational activity release records
21586	Recreational equipment records
21587	Recreational facility files
21588	Recreational facility maps
21589	Registration records
21690	Remittance stubs
21723	Resurfacing billings
21726	School routing maps
21691	Sewer main location plats
21727	Signalized intersection records
21412	Space utilization reports
21728	Special assessment plats
21729	Special event records
21591	Sports teams records
22760	Street cleaning records
22761	Street maintenance records
22762	Street name and house number files
21692	Television inspection reports
21592	Ticket stubs
22765	Traffic drawings
22759	Traffic signal conflict monitor log
21669	Utility complaint files
21413	Vehicle assignment records
22737	Vehicle maintenance records
21414	Vehicle registration certificates
21693	Water consumption annual reports

21694	Water consumption monthly reports
21695	Water flow annual recorder charts
21696	Water flow weekly recorder charts
21697	Water main charts and indexes
21698	Water stock purchase files
21699	Water treatment plant operation reports

AGENCY: Park City (Utah). Public Works

SERIES: 21662

3

TITLE: As-built construction drawings

DATES: 1977-

ARRANGEMENT: Numerical

DESCRIPTION:

These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21663

1

TITLE: Backflow prevention test reports

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION:

Retain for 3 year(s) after 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 for 3 years after subsequent test and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(9)(a) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21664

3

TITLE: Bacteriological quality analyses reports

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION:

Retain for 5 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bacteriological quality analyses reports, GRS-1110.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after subsequent test and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21665

1

TITLE: Billing adjustment records

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21666

1

TITLE: Billing register

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21667

1

TITLE: Billing report printout

DATES: 1988-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21700

1

TITLE: Capital project status report

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION:

Retain for 1 year(s)

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 for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21668

3

TITLE: Chemical/radiological analyses

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION:

Retain for 10 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

AUTHORIZED: 02-25-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after subsequent test and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21701

3

TITLE: Class "C" road funding project files

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Class "c" road funding project files, GRS-1148.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21580

3

TITLE: Class rolls

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Attendance rolls, GRS-1036.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21703

1

TITLE: Concrete maintenance records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION:

Retain for 7 year(s)

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 for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21670

3

TITLE: Connection books

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21704

3

TITLE: Construction contract records

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 7 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21581

1

TITLE: Construction project files

DATES: 1981-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21705

3

TITLE: Construction project files

DATES: 1988-

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then transfer to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21705

TITLE: Construction project files

(continued)

SECONDARY DESIGNATION(S):

Protected

AGENCY: Park City (Utah). Public Works

SERIES: 21671

3

TITLE: Cross connection control survey files

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cross connection control survey files, GRS-1118.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after destruction of premise and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21672

1

TITLE: Customer application records

DATES: 1985-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain for 3 year(s) after final action

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 for 3 years after account closed and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21673

1

TITLE: Customer deposit cards

DATES: 1997-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

RETENTION:

Retain for 3 year(s) after final action

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 for 3 years after account closed and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21674

3

TITLE: Daily filter log

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily filter log, GRS-1121.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21675

3

TITLE: Daily operation log

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily operational log, GRS-1122.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Park City (Utah). Public Works

SERIES: 21676

1

TITLE: Daily pump station well reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION:

Retain for 2 year(s) after completion of publication or report

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 for 2 years after summary report is compiled and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Park City (Utah). Public Works

SERIES: 21404

3

TITLE: Daily vehicle usage report

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21706

1

TITLE: Delivery tickets

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21677

3

TITLE: Discharge monitoring and water reclamation plant reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, GRS-1124.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21678

3

TITLE: Ditch flow daily records

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Ditch flow daily records, GRS-1125.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21679

1

TITLE: Ditch flow summary reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports summarize the amounts delivered to water companies.

The summary information is compiled monthly and/or annually. The

reports include name of company, date, amount of water delivered,

and amount required.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21707

3

TITLE: Drainage maintenance agreements

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

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 6 years after expiration of agreement and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21708

1

TITLE: Drainage system repair list

DATES: 1985-

ARRANGEMENT: Alphabetical by area name

DESCRIPTION:

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21709

1

TITLE: Drawings and diagrams

DATES: 1985-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21711

3

TITLE: Encroachment agreements

DATES: 1980-

ARRANGEMENT: Alphabetical, numerical

DESCRIPTION:

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

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 6 years after contract revocation and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21680

3

TITLE: Environmental protection agency (EPA) grant files

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Environmental protection agency (epa) grant files, GRS-1126.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21712

1

TITLE: Excavation permit application

DATES: 1980-

ARRANGEMENT: Alphabetical, numerical

DESCRIPTION:

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION:

Retain for 1 year(s) after expiration of permit or license

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 for 1 year after expiration and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21713

1

TITLE: Excavation permit billings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21681

1

TITLE: Field notes

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21714

1

TITLE: Flood control permit application

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipalwide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21682

3

TITLE: Flow charts

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewage flow charts, GRS-1128.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21407

1

TITLE: Fuel records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21408

3

TITLE: Gasoline sales tickets

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fuel records, GRS-112.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21715

1

TITLE: Highway daily report

DATES: 1990-

ARRANGEMENT: Numerical

DESCRIPTION:

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21683

3

TITLE: Hydrograph annual reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21684

1

TITLE: Hydrograph daily charts

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

RETENTION:

Retain for 10 year(s) after completion of publication or report

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 for 10 years and then destroy provided annual report is compiled.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21716

1

TITLE: Information maps and plats

DATES: 1980-

ARRANGEMENT: Numerical

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.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21409

3

TITLE: Insurance adjuster's estimates

DATES: 1985-

ARRANGEMENT: Numerical

DESCRIPTION:

These are insurance adjusters' reports on repair estimates for municipal vehicles.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21717

3

TITLE: Interlocal agreements

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Interlocal agreements, GRS-686.

AUTHORIZED: 04-26-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21718

3

TITLE: Intersection case files

DATES: 1990-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal intersection case files, GRS-1155.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21574

3

TITLE: Lease files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 7 years after contract expires and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21582

1

TITLE: Maintenance complaints

DATES: 1998-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION:

Retain for 2 year(s) after resolution of issue

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 for 2 years after Resolution of complaint and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21719

1

TITLE: Materials test results

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION:

Retain for 5 year(s) after end of project or program

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 for 5 years after projected completed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21685

3

TITLE: Meter books

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

AUTHORIZED: 02-23-2021

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21686

3

TITLE: Meter location records

DATES: 1984-

ARRANGEMENT: Numerical

DESCRIPTION:

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION:

Retain for 1 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Meter location records, GRS-1131.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year after removal of meter and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21687

3

TITLE: Meter repair and testing files

DATES: 1993-

ARRANGEMENT: chronological

DESCRIPTION:

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION:

Retain for 1 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Meter repair and testing files, GRS-1132.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after removal of meter and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21410

1

TITLE: Mileage certificates

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each municipally purchased vehicle.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21688

3

TITLE: National pollutant discharge elimination system permits

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993)). This applies to municipalities with a population of 100,000 or greater.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule National pollutant discharge elimination system permits, GRS-1133.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21721

1

TITLE: Parking meter report card log

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

This log shows the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.

RETENTION:

Retain for 4 year(s)

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 for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21583

1

TITLE: Parks files

DATES: 1998-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21722

1

TITLE: Permits to work in a public way

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION:

Retain for 1 year(s) after final action

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 for 1 year after bond expires and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21702

1

TITLE: Public works complaint files

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21689

1

TITLE: Pump station well summary reports

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21584

1

TITLE: Recreation program files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21585

1

TITLE: Recreational activity release records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. medical information

AGENCY: Park City (Utah). Public Works

SERIES: 21586

1

TITLE: Recreational equipment records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION:

Retain for 1 year(s)

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 for 1 year after equipment returned and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21587

1

TITLE: Recreational facility files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21588

1

TITLE: Recreational facility maps

DATES: 1984-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21589

1

TITLE: Registration records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. home address and telephone number, social security number, medical information.

AGENCY: Park City (Utah). Public Works

SERIES: 21690

1

TITLE: Remittance stubs

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21723

1

TITLE: Resurfacing billings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21726

1

TITLE: School routing maps

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21691

3

TITLE: Sewer main location plats

DATES: 1988-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer main location plats, GRS-1136.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21727

1

TITLE: Signalized intersection records

DATES: 2000-

ARRANGEMENT: Numerical

DESCRIPTION:

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION:

Retain for 2 year(s) after disposition of asset

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 for 2 years after signal device is removed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21412

1

TITLE: Space utilization reports

DATES: 1994-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21728

1

TITLE: Special assessment plats

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION:

Retain for 5 year(s)

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 for 5 years after district is completed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21729

1

TITLE: Special event records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; date to appear on city council agenda if necessary; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION:

Retain for 1 year(s)

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 for 1 year after event and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21591

1

TITLE: Sports teams records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION:

Retain for 5 year(s)

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 for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22760

3

TITLE: Street cleaning records

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22761

1

TITLE: Street maintenance records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22762

3

TITLE: Street name and house number files

DATES: 1980-

ARRANGEMENT: Alphanumeric

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

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 Street name and house number files, GRS-1167.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21692

3

TITLE: Television inspection reports

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION:

Retain for 3 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer line monitoring records, GRS-1137.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21592

1

TITLE: Ticket stubs

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.

RETENTION:

Retain for 3 year(s)

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22765

1

TITLE: Traffic drawings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION:

Retain for 4 year(s)

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 for 4 years after revised and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22759

1

TITLE: Traffic signal conflict monitor log

DATES: 2000-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION:

Retain for 7 year(s)

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 for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21669

1

TITLE: Utility complaint files

DATES: 1985-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION:

Retain for 3 year(s) after resolution of issue

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 for 3 years after date of resolution and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21413

1

TITLE: Vehicle assignment records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22737

3

TITLE: Vehicle maintenance records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21414

1

TITLE: Vehicle registration certificates

DATES: 1950-

ARRANGEMENT: Numerical

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

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 vehicle is transferred or sold then with vehicle.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21693

3

TITLE: Water consumption annual reports

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21694

3

TITLE: Water consumption monthly reports

DATES: 1990-

ARRANGEMENT: chronological

DESCRIPTION:

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21695

3

TITLE: Water flow annual recorder charts

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows.

The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water flow annual recorder charts, GRS-1145.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21696

3

TITLE: Water flow weekly recorder charts

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows.

The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water flow weekly recorder charts, GRS-1134.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21697

3

TITLE: Water main charts and indexes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21698

3

TITLE: Water stock purchase files

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water stock purchase records, GRS-1140.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after sale of stock and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21699

3

TITLE: Water treatment plant operation reports

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum , maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water treatment plant operational reports, GRS-1141.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public