Retention and Classification Report

Agency: Perry (Utah) (776)

3005 South 1200 West
Perry, UT 84302
435 723-6461

Records Officer: _____

21947	Account invoices
30030	Accounts payable and receivable records
30666	Annexation records
30667	Audited financial statements
21265	Board of adjustment minutes
30668	Building permit index
30672	City Council meeting packets
17142	Council minutes
21919	Deeds files
30669	Easement files
30671	Formal legal opinion records
30686	Grant files
30381	Gun range registration records
30673	Newsletters
20928	Ordinances
30031	Payroll records
30032	Personnel files
21264	Planning Commission minutes
30701	Public meeting minutes
30380	Range Safety Officer registration and release Forms
30674	Real property records
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30670	Roads, facilities and utilities as-built plans
30676	Scrapbooks
30677	Subdivision files

AGENCY: Perry (Utah)

SERIES: 21947 3
TITLE: Account invoices
DATES: undated
ARRANGEMENT: Numerical by check number, there under chronological by year
DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency. These invoices contain other information found no where else and is used for reference by the agency.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Perry (Utah)

SERIES: 30030 3
TITLE: Accounts payable and receivable records
DATES: 2017-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by business name.
DESCRIPTION:

These records document payments made and received by Perry City for various city expenses. Records include payments made to vendors, loan payments, invoices, and reimbursement requests.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e)(2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Perry (Utah)

SERIES: 30666 3
TITLE: Annexation records
DATES: 1911-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains annexation records for Perry City. These records document the transfer of land between government agencies, and are used to track land changes over time. Records may include project files, letters to and from property owners, maps and State approvals.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Land use final plans, GRS-16589.

AUTHORIZED: 08-28-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These records document land ownership and changes over time.

AGENCY: Perry (Utah)

SERIES: 30666
TITLE: Annexation records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30667 3
TITLE: Audited financial statements
DATES: 1911-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records document the official annual audit of the financial history of Perry City conducted by a certified budget officer and filed with the State Auditor, and includes the approved annual operational budget, which documents actual spending during the fiscal year.

RETENTION:

Retain permanently

DISPOSITION:

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:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

Records document critical operational function.

AGENCY: Perry (Utah)

SERIES: 30667
TITLE: Audited financial statements

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 21265 3
TITLE: Board of adjustment minutes
DATES: 1974-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Perry (Utah)

SERIES: 21265
TITLE: Board of adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Perry (Utah)

SERIES: 30668 3
TITLE: Building permit index
DATES: 1911-
ARRANGEMENT: Chronological by filing year.
DESCRIPTION:

This series contains an index for building permits issued by Perry City. These records register the building permits issued, and may include types of license issues, date issued, applicant information, and address of building.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building permit indexes, GRS-439.

AUTHORIZED: 08-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document the built enviroment of Perry City.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30672 3
TITLE: City Council meeting packets
DATES: 1990-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These records contain supplemental materials provided to the City Council members for reference during a public meeting.

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 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records are used to provide context to minutes and decisions of the city council.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 17142 3
TITLE: Council minutes
DATES: 1911-
ARRANGEMENT: Chronological
DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

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 after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then N and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Perry (Utah)

SERIES: 21919 3
TITLE: Deeds files
DATES: 1913-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Perry (Utah)

SERIES: 30669 3
TITLE: Easement files
DATES: 1911-
ARRANGEMENT: Numerical by address number.
DESCRIPTION:

This series contains easement files. These records are used to document city and utilitiy easements, which document the city right of way. These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These files document the governments rights to access property.

AGENCY: Perry (Utah)

SERIES: 30669
TITLE: Easement files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30671 3
TITLE: Formal legal opinion records
DATES: 1911-
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These series contain formal legal opinions issued by the city attorney and are used for legal reference. These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records help document legal precedent.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30671
TITLE: Formal legal opinion records

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(c)(2023).
Protected.	Utah Code 63G-2-305(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30686 3
TITLE: Grant files
DATES: 2011-
ARRANGEMENT: Alphabetical by project name.
DESCRIPTION:

These records document grants received or awarded to Perry City, and are used to review grant requirements, disbursements and reimbursements. Records include grant contract, progress reports, financial tracking records. The records series may also contain applications, notice of award, reports, correspondence, and related records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until grant expires and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-3-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30381 3
TITLE: Gun range registration records
DATES: 2014-
ARRANGEMENT: Chronological by registration date
DESCRIPTION:

These records document the participants and/or attendees to the city operated gun range and are used for reference by the agency. Records are used as an agreement to engage in firearms shooting, camping, or other activities at the shooting sports complex. These records contain the participants name, address phone, email, age and gender with a waiver, release, indemnification, hold harmless, and assumption of risk and liability agreement for the Perry City gun range.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreation registration records, GRS-649.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until until administrative need met and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Perry (Utah)

SERIES: 30673 3
TITLE: Newsletters
DATES: 1911-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records contain city newsletters produced by Perry City.
Records document city news and events.

RETENTION:

Retain permanently

DISPOSITION:

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 for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document significant local news and events.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 20928 3
TITLE: Ordinances
DATES: 1911-
ARRANGEMENT: Numerical by ordinance number
DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Perry (Utah)

SERIES: 20928
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Perry (Utah)

SERIES: 30031 3
TITLE: Payroll records
DATES: 2013-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document the payroll and benefit registers of Perry City employees. They include information such as hours worked, wages paid, benefit deductions and tax deductions. These records are used to verify payroll transactions.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(b)(2020).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Perry (Utah)

SERIES: 30032 3
TITLE: Personnel files
DATES: 1975-
ARRANGEMENT: Chronological by hire date, thereunder alphabetical by employees last name.
DESCRIPTION:

These records are official employment files for all Perry City Municipal Corporation employees. These files may include the employment application, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

RETENTION:

Retain for 65 year(s) after date of hire

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until adminstrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (1)(a)(2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Perry (Utah)

SERIES: 21264 3
TITLE: Planning Commission minutes
DATES: 1974-
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then N and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Perry (Utah)

SERIES: 21264
TITLE: Planning Commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Perry (Utah)

SERIES: 30701 3
TITLE: Public meeting minutes
DATES: 1911-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series includes approved minutes of an various public boards in Perry City and are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Recrords discuss substance of all matters proposed, discussed, or decided, and votes taken by public boards in Perry City.

AGENCY: Perry (Utah)

SERIES: 30380 3
TITLE: Range Safety Officer registration and release Forms
DATES: 2014-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document authorization for Perry City to conduct a background and/or consumer report for a Range Safety Officer volunteer assignment. Records are used as authorization to obtain a consumer credit report and release of information for Range Safety Officer purposes at the city shooting sports complex.These records contain applicants name, social security number, gender, race, date of birth, phone, address, drivers license information and/or a copy of the license, employment history, previous residences, and criminal history information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

AUTHORIZED: 04-01-2012

FORMAT MANAGEMENT:

Paper: Retain in Office until until administrative need met and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Perry (Utah)

SERIES: 30380
TITLE: Range Safety Officer registration and release Forms

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(a)(b)(d)(2022)

AGENCY: Perry (Utah)

SERIES: 30674 3
TITLE: Real property records
DATES: 1911-
ARRANGEMENT: Numerical by address.
DESCRIPTION:

This series contains real property files, used to document real estate and property owned by Perry City. These records document the transfer of ownership of real estate to or from a governmental entity whether by trade, sale, acquisition, transfer, donation, or other means.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document real estate owned by government.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30624 3
TITLE: Resolutions
DATES: 1911-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series includes resolutions adopted and passed by the Perry City Council. Local legislative bodies may exercise administrative powers by issuing resolutions. Records may include formal opinions, decisions, and authorization issued by resolution.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after administrative need is met and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

AGENCY: Perry (Utah)

SERIES: 30624
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30675 3
TITLE: Road dedication records
DATES: 1911-
ARRANGEMENT: Numerical by address.
DESCRIPTION:

This series contains road dedications, which are used to reference roads owned and operated by Perry City. Records document the transfer of roads or property for roads to the city.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document city property ownership.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30670 3
TITLE: Roads, facilities and utilities as-built plans
DATES: 1911-
ARRANGEMENT: Alphabetical by project name.
DESCRIPTION:

These records contain as-built plans for city roads, facilities and utilities. Records are used to review city construction and infrastructure projects specifications and plans. Records may include final plans and specifications for approved and constructed buildings, facilities, roads, and bridges.

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 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document city infrastructure and public utilities.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30676 3
TITLE: Scrapbooks
DATES: 1911-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains scrapbooks created by Perry City. Records include pictures, stories and newsclippings with entries regarding relevant city projects and events.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records include pictures and histories of city events.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Perry (Utah)

SERIES: 30677 3
TITLE: Subdivision files
DATES: 1911-
ARRANGEMENT: Alphabetical by project name.
DESCRIPTION:

This series contains subdivision review case files, used to reference the construction of city subdivisions. Records may contain subdivision maps, applications, escrow fees paid, developer information, infrastructure details, inspections, and other subdivision related documents.

RETENTION:

Retain permanently

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 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document significant city growth and construction.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).