Retention and Classification Report

Agency: Provo (Utah). Community Development Department (804)

330 West 100 South
Provo, UT 84603-1849
801 852-6100

Records Officer: _____

15868	Annexation files
85152	Building permits
06199	Community development/building inspection plan
15877	Deeds files
15878	Easement file
13504	Street plans
85230	Subdivision review case files
85230	Subdivision review case files

AGENCY: Provo (Utah). Community Development Department

SERIES: 15868 1
TITLE: Annexation files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

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 UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 85152 4
TITLE: Building permits
DATES: i 1952-
ARRANGEMENT: Numerical by permit number.
DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

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:

Microfilm master: For records beginning in 1952 through 1984. Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Provo (Utah). Community Development Department

SERIES: 85152
TITLE: Building permits

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 6199 1
TITLE: Community development/building inspection plan
DATES: 1979-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

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 State Archives permanently with authority to weed.

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

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 6199
TITLE: Community development/building inspection plan

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 15877 3
TITLE: Deeds files
DATES: undated
ARRANGEMENT:
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.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 15878 3
TITLE: Easement file
DATES: undated
ARRANGEMENT:
DESCRIPTION:

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:

May 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 permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 13504 3
TITLE: Street plans
DATES: 1979-
ARRANGEMENT: Numerical by year and street
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:

Retain permanently

DISPOSITION:

May 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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 13504
TITLE: Street plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 85230 1
TITLE: Subdivision review case files
DATES: undated
ARRANGEMENT: Alphabetical by subdivision name
DESCRIPTION:

These case files document the developmental history of subdivsion palns submitted to the Planning Commission for compliance review with zoning ordinances.

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:

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

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012)

AGENCY: Provo (Utah). Community Development Department

SERIES: 14860 3
TITLE: Zoning enforcement records
DATES: 1959-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

Complaint forms used for keeping notices of violations of Zoning Code. Files are closed either through court action or voluntary compliance. Includes complaint date, complainant, zoning officer, business or individual, property address, county plat number, business license number, zone, description of violation, action taken, and follow up.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the recommendation of the agency.

AGENCY: Provo (Utah). Community Development Department

SERIES: 14860
TITLE: Zoning enforcement records

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305(8)(a) and (b) Provo City Ordinance 1995 3.13.110(8)(a), (b) and (c)

SECONDARY DESIGNATION(S):

Public.	Citation, names and information that is not collected during the investigative process.