

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Mayor : Mendenhall (1041)

City & County Building  
451 South State Street, Room 306  
Salt Lake City, UT 84111  
801-535-6333

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

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**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82764

3

**TITLE:** Appointment calendar

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These calendars record all appointments of the mayor. These calendars include date, time, what meeting is about, name of contact person, phone number, and location of meeting. Also includes schedule request forms and briefing paper or information about meeting along with any correspondence from requestor.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center until expiration of term and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the office and the historical value of the record. These calendars are important in documenting the activities of the mayor and to reflect his management style and involvement in city affairs.

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82767

**TITLE:** Appointments files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files contain correspondence associated with the Mayor's appointments to city boards and committees. These files include correspondence, resumes, financial statements, letters of resignation, and letters of appointment.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the appointment of boards and committees.

3

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 4903

3

**TITLE:** Coat of arms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82766

3

**TITLE:** Current issues files

**DATES:** 1985-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files contain all documentation concerning current issues under Mayor's jurisdiction. Some examples of present issues are: Children's Museum; Restoration of City and County Building; Fair Labor Standards Act; Mayor's Task Force for Appropriate Treatment of Homeless and Mentally Ill; Rose Park Sludge Dump; Trusts for Public Land Little Cottonwood Canyon; and Amtrak Issue. These files include copies of articles, laws, drawings, proposals, and staff studies.

**RETENTION:**

Permanent. Retain until resolution of issue

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until issue resolved in City Records Storage and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the involvement of the Mayor in major city issues.

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 4865

3

**TITLE:** Directory

**DATES:** 1964-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Current directories have administrative use. Older directories document the organization and history of municipal government.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82762

3

**TITLE:** Executive action log

**DATES:** 1985-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These logs record all documents signed by the Mayor. It is used to verify the arrival, the signature, and the departure of documents from the Mayor's Office. These logs include department received from, description of document(s), and date signed by Mayor.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This log is historically valuable because it documents the types of records signed by the Mayor and reflects the management style of the Mayor.

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82765

3

**TITLE:** General correspondence files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files contain the public correspondence of the Mayor. These files include thank you letters to or from Mayor, requests for information, press releases, letters of recommendation and welcome, letters of complaint along with the response, and correspondence to or from department heads, City Council members, and intergovernmental agencies.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the office and the historical value of the records. These files are important in documenting the mayor's policies, involvement, and style.



**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 17896

3

**TITLE:** General housekeeping files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 82763

3

**TITLE:** Incoming office calls log

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These log books document all incoming telephone calls to Mayor's Office. These books include person whom message is for, date, time, name of caller, agency or office represented, phone number, text of message, and type of call.

**RETENTION:**

Retain for 2 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 4940

3

**TITLE:** Publications

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the municipality, including pamphlets, leaflets, studies, proposals and other similar materials. These records include information on programs and events sponsored or supported by the mayor's office. Community newsletters detailing plans and preparations for the Salt Lake 2002 Olympic and Paralympic Winter Games are included. The series consists primarily of isolated publications not part of a more specific series.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Salt Lake City (Utah). Mayor : Mendenhall

**SERIES:** 4940

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public