Retention and Classification Report

Agency: Salt Lake City (Utah). Public Services. Parks Department (1068)

1965 West 500 South
Salt Lake City, UT 84101

Records Officer: _____

04936	Annual reports
06691	City parks files
06693	Golf Advisory Board meeting minutes
08774	Park development construction files
08773	Park reservation files
06690	Park use petitions and log

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 4936 3
TITLE: Annual reports
DATES: 1913-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 6691 3
TITLE: City parks files
DATES: 1975-
ARRANGEMENT: Alphabetical by park name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 6693 3
TITLE: Golf Advisory Board meeting minutes
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are minutes of each meeting held by the Golf Advisory Board. The board was created by city ordinance to make recommendations and to oversee all the operations of city's golf courses and its enterprise fund (budget). Member of the board are appointed by the Mayor. These minutes include minutes, budget information, capital improvement projects, financial reports, and miscellaneous information.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 8774 3
TITLE: Park development construction files
DATES: 1977-
ARRANGEMENT: Alphabetical by park name
ANNUAL ACCUMULATION: 5.30 cubic feet.
DESCRIPTION:

These project files document the actual construction of new park development, park renovation, and other park improvements. They are used for reference while projects are in progress and for reference after completion. The building specifications have been computerized. These files include drawings of all park development projects along with specifications, construction as built drawings and related correspondence. The building specifications are stored and backed up on floppy disk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer magnetic storage media: Retain in Office for 2 years after completion of project and then erase.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 8773 3
TITLE: Park reservation files
DATES: 1984-
ARRANGEMENT: None
DESCRIPTION:

These files contain the actual reservation requests submitted by the general public. They are used as a record to schedule park facilities. Computer printouts are received weekly and are used as easy reference for telephone inquiries. These files include current date; name of group; number of people; name; address and phone number of requesting person; area and park requested; time; date; and amount paid; computer printout lists only name of park and whether reserved. This information is stored on hard disk and is backed up on tape daily and annually.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.

AGENCY: Salt Lake City (Utah). Public Services. Parks Department

SERIES: 6690 3
TITLE: Park use petitions and log
DATES: 1984-
ARRANGEMENT: Numerical by petition number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These petitions are submitted by the public requesting services or rental facilities requiring the Parks Department approval. They are used to maintain a record of parks petitions for scheduling special events or requests for parks or park services. The date of petitions are also recorded in a log. These petitions include petitioner's name, request date, location involved, participants names, addresses, phone numbers (if applicable), assigned number, and verification of payment (if applicable).

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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