Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Public Utilities (1078)

1530 South West Temple
Salt Lake City, UT 84115-5292

Records Officer: _____

26576	Annual reports
08905	Hydrograph daily charts
23976	Publications

AGENCY: Salt Lake City (Utah). Department of Public Utilities

SERIES: 26576 3
TITLE: Annual reports
DATES: 1916-
ARRANGEMENT: Chronological by year issued
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:

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 historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Department of Public Utilities

SERIES: 8905 3
TITLE: Hydrograph daily charts
DATES: 1923-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records support the agency's function to be responsible for the distribution of all irrigation, raw, and potable water for the city and its designated service areas (Salt Lake City Code 2.08.100(2014)). Records document the volume of natural water flow at designated points at a given time. Information is used for statistical purposes to show water trends and forecast water availability. Information includes the water read and date, time, and location of read. These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1923 through 2000. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2001 and continuing to the present. Retain in Office for 10 years and then delete.

APPRAISAL:

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

A sampling of records from 1923-2000 are of historical interest as they show the change in practice and technology used to capture the information.

AGENCY: Salt Lake City (Utah). Department of Public Utilities

SERIES: 8905
TITLE: Hydrograph daily charts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Salt Lake City (Utah). Department of Public Utilities

SERIES: 23976 3
TITLE: Publications
DATES: 1916-
ARRANGEMENT: Chronological
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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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