

## Retention and Classification Report

**Agency:** West Valley City (Utah). Department of Administration (1346)

West Valley City Hall  
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West Valley City, UT 84119  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 80641

3

**TITLE:** Animal control bite reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are reports of individual incidents of animal bites. They include the date, time, and location of the incident; name of person bit; type of animal and name of owner; and comments. They serve as a record of times each dog as bitten someone and are needed for legal purposes (court and lawsuits)

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

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

This retention is based upon the needs expressed by the division to provide a history of violations and other information needed by the legal department for court cases.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 81155

3

**TITLE:** Animal control daily reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These are individual case reports for each complaint received by animal control. They include the date and time complaint received, name and address of complainant; nature of complaint, and resolution.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1909

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the division.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 80640

3

**TITLE:** Animal control-ordinance enforcement annual reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are the annual recap of monthly reports of the Division of Animal Control-Ordinance Enforcement. They contain the totals for every officer (number of calls, types of calls, number of responses, and results), money received, volunteer reports, and a summary.

**RETENTION:**

Permanent. Retain for 10 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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the division. Annual reports have been determined to be important historically to document the activities of the division. It is used for the budgeting process and for future planning.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 80640

**TITLE:** Animal control-ordinance enforcement annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 80638

3

**TITLE:** Animal monthly control reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are reports containing the monthly totals of all animal cases, types, dates and mileage. They are used for budgeting and planning purposes.

**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:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. Since the division does not compile an annual report, this information is needed to document their activities it serves as an important backup to the MOR Reports.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6681

4

**TITLE:** Budget information files

**DATES:** i 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18089

3

**TITLE:** Building Authority minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18089

**TITLE:** Building Authority minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18088

1

**TITLE:** Building Authority resolutions

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:**

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18088

**TITLE:** Building Authority resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18087

3

**TITLE:** Building Authority subject files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18087

**TITLE:** Building Authority subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6846

4

**TITLE:** City Council minutes

**DATES:** i 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The city and town council minute books were created as the official record of the city council meetings. Handwritten entries usually were made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs. The City Council has also been known as the City Commission.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 return to creating agency.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6846

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 81157

3

**TITLE:** Dog license application cards

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These cards are the individual applications for dogs licensed in West Valley City. These licenses must be renewed annually. The information is input into the city's computer and is used to maintain a history the licensing of individual dogs.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1909

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the division. Once the license has expired, the division has no further need of the paper application.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82903

3

**TITLE:** Employee wage printout

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This computer printout contains the wage history of all city employees. It is used for reference purposes and for retirement purposes. The printouts lists the names of employees; social security number; department number; status number; dependents claimed; marital status; pay code; wage grade; step; type of employment; pension; merit; and hire date.

**RETENTION:**

Retain for 57 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 56 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82903

**TITLE:** Employee wage printout

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82547

3

**TITLE:** Employment application files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are files containing applications received from the general public for available city jobs but were not hired. The information in the files includes applicant's name, address, and phone number; social security number; title of position; work history; education; names of references; date; and signature.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon 1-15 of the state's general schedule.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 14339

4

**TITLE:** Employment examinations

**DATES:** 1982-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These examinations are required of applicants for police officer and firefighter positions. They include date, position tested for (i.e., police officer or firefighter), employee name, social security number, the actual test questions and applicant's answers, and score.

**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:** 04/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the human resource director.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82549

3

**TITLE:** Equal Employment Opportunity complaint file

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain the results of EEO investigations filed either through the internal process or state or federal agencies. They are used to document the investigation. These files include entire investigation, facts accumulated, and related correspondence.

**RETENTION:**

Retain for 4 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after resolution of case and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
29 CFR 1613.2222 prescribes that the records should be destroyed 4 years after the resolution of the case.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82548

3

**TITLE:** Equal Employment Opportunity compliance reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These statistical reports are an annual computer printout. They are submitted to the federal government annually on form EEO-4 to prove the city complies with equal employment regulations. This includes race, sex, income according to job description.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the federal requirements expressed in 29 CFR 1602.3 for a three year retention.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 13077

3

**TITLE:** Financial records

**DATES:** 1981-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain for 10 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.

Microfilm master: Retain in Archives for 4 years and then destroy.

Microfilm duplicate: Retain in Archives for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 13077

**TITLE:** Financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 85098

4

**TITLE:** Hearings files

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses), or special hearings called by the mayor or city council. Files contain copies of transcribed minutes related to correspondence, copies of transcribed minutes related to correspondence, copies of applications, reports and agenda.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

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:** West Valley City (Utah). Department of Administration

**SERIES:** 18085

3

**TITLE:** Housing Authority minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18085

**TITLE:** Housing Authority minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18084

1

**TITLE:** Housing Authority resolutions

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:**

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18084

**TITLE:** Housing Authority resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18086

3

**TITLE:** Housing Authority subject files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18086

**TITLE:** Housing Authority subject files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82905

3

**TITLE:** Job description printout

**DATES:** 1988-

**ARRANGEMENT:** alphabetical by department

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This computer printout contains the job description of all city positions. The description includes job title, job code, department, division, date, basic function, supervision received, supervision exercised, examples of duties, minimum qualification, and required education and experience.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

Computer magnetic storage media: Retain in Office for 5 years after position is abolished or until description superseded and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division and the Municipal Personnel General Schedule 3/15/88, p. 12; item number 13.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6732 3

**TITLE:** Leases, deeds, contracts, agreements, easements, election canvasses and annexation files

**DATES:** 1980-

**ARRANGEMENT:** Alphanumerical by code

**DESCRIPTION:**

**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:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 17175

3

**TITLE:** Official correspondence

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by department name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 17175

**TITLE:** Official correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 81158

3

**TITLE:** Ordinance enforcement daily reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

these are individual case reports describing the received complaints and resolution of the complaint.

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(g) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9) (2008)

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 80639

3

**TITLE:** Ordinance enforcement monthly reports

**DATES:** 1984-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are monthly reports of Ordinance Enforcement. These officers enforce city ordinances concerning public dangers and nuisances (i.e. animals, unsafe facilities, weeds, garbage). They contain the monthly totals of officers time, types of complaints, and mileage records.

**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:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. These reports provide a history of violations and other information needed for the city's legal department. They also serve as an important backup for MOR Reports. The division reports the MOR report does not provide adequate detail for their administrative needs.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6834

3

**TITLE:** Personnel files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s) or until separation

**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 for 3 years after death/retirement or 65 years after employment date or until microfilmed and then destroy provided microfilm has passed inspection.

Computer data files: Retain in Office for 65 years after employment date and then delete.

Microfilm duplicate: Retain in State Records Center for 65 years after employment date and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 6834

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82902

3

**TITLE:** Personnel policy and procedures manual

**DATES:** 1982-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This manual contains the rules, regulations, and guidelines for the management and operation of personnel matters of West Valley City's employees.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based upon the administrative needs expressed by the division and the municipal administrative general records retention schedule 3/15/88, p. 5, item 11.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 83994

3

**TITLE:** Policies and procedures

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until superseded and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 83994

**TITLE:** Policies and procedures

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 17137

3

**TITLE:** Promotional testing for police and firefighters

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These files contain copies of test given to West Valley City and firefighters to determine whether they should be promoted. The files contain the tests, answer keys, individual test scores and the results of oral interviews.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82546

3

**TITLE:** Public hearing files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by type of hearing

**DESCRIPTION:**

These files contain a record of the proceedings of specific hearings requested by the public for various reasons including licensing, the denial of licenses (for businesses, liquor, taxi) revocation of business licenses, or special hearing called by the Mayor or City Council. They are used as a backup file to council minutes and ordinances. These files include petitions, proof of publications, related correspondence, and tape recordings.

**RETENTION:**

Retain for 1 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Sound recordings: Retain in Office for 1 year after resolution of suit and then erase.

Sound recordings: Retain in Office for 1 month after approval of the minutes and then erase.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This retention is based upon the administrative needs expressed by the city recorder. These records are very important administratively and historically for gauging public opinion on

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82546

**TITLE:** Public hearing files

(continued)

council decisions.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18082

3

**TITLE:** Redevelopment Agency minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18082

**TITLE:** Redevelopment Agency minutes

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18081

1

**TITLE:** Redevelopment Agency resolutions

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:**

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18081

**TITLE:** Redevelopment Agency resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18083

3

**TITLE:** Redevelopment Agency subject files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 18083

**TITLE:** Redevelopment Agency subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 16956

3

**TITLE:** Salary survey printouts

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by job title.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These printouts are used to establish entry level wages for all city positions. They show a eight city comparison of wages and benefits and are used to compute West Valley's entry level wages.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 82904

3

**TITLE:** Salary table file

**DATES:** 1988-

**ARRANGEMENT:** alphabetical by department

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This annual computer printout contains the starting wages for all city positions and all step increases for years of service. The printout lists the job title, job code, starting salary for position individual step increase amounts for a ten year period, total compensation, and amount of FICA paid. It is used for budget purposes.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office until superseded and then erase.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 17808

3

**TITLE:** Time cards

**DATES:** 1981-

**ARRANGEMENT:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** West Valley City (Utah). Department of Administration

**SERIES:** 17138

3

**TITLE:** Volunteer employee personnel files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files document the work of volunteer and community service workers. They contain forms listing name, address, telephone number, job performance information and time sheets.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. These volunteers receive no remuneration from West Valley in the form of wages or benefits. The file is only maintained two years after volunteer ceases to work for the city as a service to the volunteer.