Retention and Classification Report

Agency: Ogden (Utah). Community Development. Building Inspection (1367)

2549 Washington Blvd., Suite 120
Ogden, UT 84401
801-629-8960

Records Officer: _____

06872	Building permit files
28917	Non-residential building plans

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 6872 1
TITLE: Building permit files
DATES: 1952-
ARRANGEMENT: Alphanumerical by address
ANNUAL ACCUMULATION: 2.50 cubic feet.
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:

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 Office permanently.

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: Ogden (Utah). Community Development. Building Inspection

SERIES: 6872
TITLE: Building permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 28917 3
TITLE: Non-residential building plans
DATES: 2000-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to enforce the city's building codes and other construction-related ordinances. Records document blueprints and specifications for non-residential structures and are used to determine code compliance and enforcement. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor. These records do not include building plans for public buildings.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Nonresidential building plans, GRS-442.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 28917
TITLE: Non-residential building plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.