Retention and Classification Report

Agency: Duchesne County (Utah). Planning and Zoning Department (2751)

Drawer 270
Duchesne, UT 84021

Records Officer: _____

19275	Adopted master plans
19276	Board of Adjustment minutes
19612	Board of Adjustments case files
19609	Conditional use permit records
19278	Planning Commission minutes
19613	Planning history files
19610	Subdivision approvals case files
19613	Planning history files

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19275 3
TITLE: Adopted master plans
DATES: 1960-
ARRANGEMENT: Chronological
DESCRIPTION:

These are comprehensive plans for county development adopted by the county commission. "Each county shall prepare a comprehensive general plan for: (a) the present and future needs of the county; and the growth and development of the land within the county or any part of the county" (UCA 17-27-301 (1995)). "The planning commission shall make and recommend to the [county commission] a proposed general plan for the area within the county" (UCA 17-27-302 (1995)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of counties attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environment element; (d) a public service and facilities rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the county considers appropriate" (UCA 17-27-302 (1995)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19275
TITLE: Adopted master plans

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then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This disposition is based on the value of these adopted plans in documenting the planning initiatives, considerations and activities of the County.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19276 3
TITLE: Board of Adjustment minutes
DATES: 1960-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer, with the the consent of the legislative body, considers appropriate" (UCA 17-27-701(2) (1995)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinances; special exceptions to the terms of the zoning ordinance; and variances from terms of the zoning ordinance" (UCA 17-27-703(1) (1995)). The minutes are used to document requests, discussions, and decisions of the Board.

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 transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19276
TITLE: Board of Adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19612 3
TITLE: Board of Adjustments case files
DATES: 1960-
ARRANGEMENT: Alphanumerical by section, township, and range
DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

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 Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

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 Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19609 1
TITLE: Conditional use permit records
DATES: 1960-
ARRANGEMENT: Alphanumerical by section, township, and range
DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19278 1
TITLE: Planning Commission minutes
DATES: 1960-
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each county may enact an ordinance establishing a countywide planning commission or one district planning commission for each planning district" (UCA 17-27-201(1) (1995). A countywide planning commission is required to prepare and recommend general plans and amendments; zoning ordinances and maps; amendments to zoning ordinances; administers provisions of the zoning ordinance; recommends subdivision regulations plans and amendments; and advise legislative body as specified in UCA 17-27-204 (1995).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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: For records prior to and including 1968. Retain in Office permanently.

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19278
TITLE: Planning Commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19613 3
TITLE: Planning history files
DATES: 1960-
ARRANGEMENT: Alphabetical by applicant's name
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer, with the the consent of the legislative body, considers appropriate" (UCA 17-27-701(2) (1995)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinances; special exceptions to the terms of the zoning ordinance; and variances from terms of the zoning ordinance" (UCA 17-27-703(1) (1995)). The minutes are used to document requests, discussions, and decisions of the Board.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

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.

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19613
TITLE: Planning history files

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PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19610 3
TITLE: Subdivision approvals case files
DATES: 1960-
ARRANGEMENT: Alphanumerical by section, township and range
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards.

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 Subdivision review case files, GRS-663.

AUTHORIZED: 04-16-2018

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 Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19611 3
TITLE: Zoning changes case files
DATES: 1960-
ARRANGEMENT: Alphanumerical by section, township, and range
DESCRIPTION:

These files document applications to rezone property within the county. They contain the original application, review forms, maps of areas involved, copies of investigative reports, copies of planning commission minutes, notices of hearings, development agreements, copies of ordinances, and copies of county commission minutes.

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 Rezoning records, GRS-661.

AUTHORIZED: 11-08-2018

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 Office permanently.

AGENCY: Duchesne County (Utah). Planning and Zoning Department

SERIES: 19611
TITLE: Zoning changes case files

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PRIMARY DESIGNATION:

Public