Retention and Classification Report

Agency: Sandy (Utah). City Council (3051)

10000 centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer: _____

30522	Meeting minutes index
84972	Minutes
84867	Ordinances

AGENCY: Sandy (Utah). City Council

SERIES: 30522 3
TITLE: Meeting minutes index
DATES: 1970-1985
ARRANGEMENT: Alphabetical by topic.
DESCRIPTION:

These index cards document topics and issues discussed by the Sandy City Council at their public meetings and reference where the information can be found in the official records of the meeting.

RETENTION:

Retain permanently

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 administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records assist in accessing information found in the meeting minutes, a permanent record of the Sandy City Council.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Sandy (Utah). City Council

SERIES: 84972 3
TITLE: Minutes
DATES: i 1893-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains the official record of regular and special City Council meetings. The records typically include such information as the date and time of the meeting, the names of council members present, and a summary of topics discussed and actions taken by the council.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the issues handled and decision made by the City Council.

AGENCY: Sandy (Utah). City Council

SERIES: 84972
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Minutes of closed portions of meetings may be considered to be protected under Utah Code 63G-2-305(32) (2015)

AGENCY: Sandy (Utah). City Council

SERIES: 84867 3
TITLE: Ordinances
DATES: i 1893-
ARRANGEMENT: Chronological by date of adoption and numerical by ordinance number.
DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

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

M-Disc: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of laws passed by the city council.

AGENCY: Sandy (Utah). City Council

SERIES: 84867
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.