# Retention and Classification Report

**Agency:** Apple Valley (Utah) (3252)

1777 North Meadowlark Drive
Apple Valley, UT 84737
435-877-1190

**Records Officer:** _____

| | |
|---|---|
| 28198 | General correspondence |
| 29208 | Land Ordinances |

**AGENCY:** Apple Valley (Utah)

**SERIES:** 28198 1
**TITLE:** General correspondence
**DATES:** 2011-
**ARRANGEMENT:** Alphabetical by e-mail account name, thereunder chronological
**DESCRIPTION:**

These electronic mail files contain the daily correspondence of city officials, including the mayor. They document the inner workings of Apple Valley, Utah, and cover various subjects such as parks and recreation, water, budget issues, roadway signs, and other responsibilities of government.

**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:**

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. personal information of employees and constituents

**AGENCY:** Apple Valley (Utah)

**SERIES:** 29208 3
**TITLE:** Land Ordinances
**DATES:** 2004-
**ARRANGEMENT:**
**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances or indexes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**