Retention and Classification Report

Agency: Metropolitan Water District of Salt Lake & Sandy (Utah) (3394)

3430 East Danish Road
Cottonwood Heights, UT 84093
801-942-1391

Records Officer: _____

27728	Radio licenses
27426	Salt Lake Aqueduct acquisition files

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27728 3
TITLE: Radio licenses
DATES: 2011-
ARRANGEMENT: Numerically by document locator number.
DESCRIPTION:

The purpose and use of these records is to store licenses that allow the District to run the radio system. It includes FCC licenses which establish the transmitter frequencies, call signs, issue date, and expiration date of the broadcast repeater stations.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2011

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have legal value(s).

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PRIMARY DESIGNATION:

Public

AGENCY: Metropolitan Water District of Salt Lake & Sandy (Utah)

SERIES: 27426 3
TITLE: Salt Lake Aqueduct acquisition files
DATES: 1936-
ARRANGEMENT: Numerical by tract number
DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Digital image: Retain in Office for 7 years and then delete.

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

APPRAISAL:

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

These records document land purchases and provide valuable historical information concerning the Salt Lake water system.

PRIMARY DESIGNATION:

Public