

Retention and Classification Report

Agency: Salt Lake City (Utah). Division of Building Services and Licensing
(1007)
354 South State Street
Salt Lake City, UT 84111
535-7777

Records Officer

06803 Apartment licensing program files
08688 Board of Appeals and Examiners minutes
06002 *Building cards
83172 *Building inspector's cash book
08692 Building permit database
08690 Building permit registers
06799 *Certificates of occupancy files
26421 Commercial building plans
06802 Construction reports
06005 *Demolition cards
06800 Demolition case files
08686 *Electrical cards
06804 Enforcement case files
06805 Housing Advisory Appeals Board case files
08689 Housing Advisory and Appeals Board minutes
06798 Master address cards
05998 *Mechanical invoices
06001 *Mechanical records
06000 Miscellaneous plans and correspondence
12126 Nonresidential building plans
08691 Operation paint brush database
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08687 *Permit invoices
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06801 Private demolition case files
26422 Public building plans (Municipal and County)
26420 Residential building plans
06806 *Sign card file
85238 *Subdivision review case files

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6803

3

TITLE: Apartment licensing program files

DATES: 1979-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These program files record the annual inspections and enforcement actions of all apartment complexes of five or more units which are required to obtain a regulatory license. They are used for reference purposes and to document the actual inspections. These files include list of addresses of five or more unit apartments; inspector's name; dates of inspections; violations; notices sent; and record of citations issued.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then destroy.

APPRAISAL:

The city attorney believes these files are necessary for legal purposes and should be kept a minimum of fifty years.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8688

3

TITLE: Board of Appeals and Examiners minutes

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8688

TITLE: Board of Appeals and Examiners minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6002

3

TITLE: Building cards

DATES: 1951-1973.

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a reference card file recording the issuance of building permits and details of inspections. Record is obsolete being discontinued in 1973. This file includes name and address of owner, date building permit issued, names of architects and a record of each inspection, initials of inspectors, assessing evaluation, and fee.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 83172

3

TITLE: Building inspector's cash book

DATES: 1908-1914.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This book records cash collected by the Building Inspector for the issuance of building permits. It includes the date; receipt number; name of payer; amount received; columns indicating amounts and type of permit fees collected for construction or additions (or alterations) to brick (or concrete) or frame structures; electric sign permits; billboard permits, sign permit amount; miscellaneous fees collected; amount remitted to treasurer; and date and amount. The spine of the book is labeled "Cash".

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

This cash book is obsolete and does not provide any information not available elsewhere. Building registers have survived since 1890 and contain the most complete information available on the issuance of building permits for Salt Lake City.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8692

3

TITLE: Building permit database

DATES: 1977-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system of building, plumbing, electrical, demolition, and general permit information. It is used for reference purposes to document when permits were issued. The information is backed up on tape every two weeks. This system includes permit number, address, date issued, estimated cost, permit fee amount, nature and type of construction, square footage, information concerning inspections, stop work orders, zoning and housing enforcement cases, and related inspections.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer magnetic storage media: Retain in Office for 2 weeks and then erase.

Computer output microfiche master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8690

4

TITLE: Building permit registers

DATES: i 1889-

ARRANGEMENT: Chronological and Numerical according to permit number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers are a listing of all building permits issued by Building and Housing Services. They are used for research not requiring the actual description contained on the permit invoice. Since 1977, the record has been generated by computer. Early volumes were found in the engineer's office and may have been created by that office; into the 1950s, they may have been created by the building inspector's office. Volumes include information on date, permit number, builder, location, type of building, and cost estimates.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1889 through 1954. Retain in Office for 1 year or until microfilmed and then transfer to State Archives with authority to weed.

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

Paper: For records beginning in 1955 and continuing to the present. Retain in Office permanently or until microfilmed.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8690

TITLE: Building permit registers

(continued)

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

APPRAISAL:

Historical

This series has historical value as documentation of the activity of the Salt Lake City Building Department and of building construction in the city.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6799

3

TITLE: Certificates of occupancy files

DATES: 1954-1981.

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files consist of an official form issued upon request of owner or mortgagor. It is used to certify that a new structure is completed and allows for its occupancy. Since 1981, certificates have been issued through the computer (Permit Database). These files include permit number, date, whether temporary or permit, address of building, name and address of owner, any conditions that apply to occupancy, explanation of how building will be used, occupancy group number, signature of Chief Building Official and Director of Building and Housing Services, and date and initials of person approving from Plumbing Division, Electrical Division, Power and Heating, Housing Division, Building Inspector, and remarks if any.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26421

3

TITLE: Commercial building plans

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by permit number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after permit issue date and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 4.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26421

TITLE: Commercial building plans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6802

3

TITLE: Construction reports

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These reports are a monthly summary of construction and demolition activity in terms of permits, costs, and housing units. They are created from information provided from the permit invoices and show the comparison to same month in ten previous years. They are used for statistical analysis of current development trends. These reports include month; number of permits issued for new residential buildings (1,2,3, or 4 family unit, apartment, 1 family or multi condominium); cost and number of families involved; and total construction figures and number for past ten years.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Reports are maintained for only a year because Planning and Zoning maintains the record copy. Building and Housing uses the reports for only the current year.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6005

3

TITLE: Demolition cards

DATES: 1954-1982.

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards were pulled from the master address index when a building was demolished. Cards provide information on all permits issued and inspections made of building. To avoid confusion with new construction on address site, cards were stored alphabetically in a dead file. These cards include address, date, listing of invoice numbers for permits and inspections of building

RETENTION:

Retain 2 yeras. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6800

3

TITLE: Demolition case files

DATES: 1976-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These case files document city ordered demolitions of substandard or hazardous buildings. They are used for research and litigation purposes. These files include correspondence; title report; notice of demolition; copies of legal documents such as order to show cause, findings of fact and conclusions of law, or order to demolish; heating preparation documentation; appraisal; cost estimate of repair versus demolition; copy of contract; bias; building official's report; tax liens; and pictures of premises.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

The city attorney believes the city should maintain for fifty years for legal purposes. It has been determined that these files could be very valuable for architectural research.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8686

3

TITLE: Electrical cards

DATES: 1954-1974.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a reference card file recording the issuance of electrical permit and detailing inspections. This card includes name and address of owner, date of issuance of permit, electrician's name, date of rough inspection, initials of inspector, date of final inspection, remarks, and invoice number.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6804

3

TITLE: Enforcement case files

DATES: 1972-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6805

3

TITLE: Housing Advisory Appeals Board case files

DATES: 1976-

ARRANGEMENT: Numerical by address

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These case files document all case brought before the Housing Advisory Appeals Board. They are used to reference specific cases. These files include minutes pertaining to case; control sheet used to track all action related to case; and the abstract and findings of the Board.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

The city attorney has determined these files are legally valuable and should be kept for at least 25 years.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8689

3

TITLE: Housing Advisory and Appeals Board minutes

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8689

TITLE: Housing Advisory and Appeals Board minutes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3)(2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008)

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6798

3

TITLE: Master address cards

DATES: 1900-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These cards are an address index to all building permits. They serve as a continuous record of land use and are used continuously for public information on each city address. These cards include invoice number, date of permit, name of owner, address, and brief description of permit.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 5998

3

TITLE: Mechanical invoices

DATES: 1954-1976.

ARRANGEMENT: Chronologically by year

ANNUAL ACCUMULATION:

DESCRIPTION:

Invoices issued as official permit for mechanical installation such as boilers, gas furnaces, gas stoves, water heaters, ventilating systems, ducts, coolers, and air conditioners. After 1976, these were issued on the uniform invoice because the Mechanical Inspections Division merged with Building Inspections Division as part of Building and Housing Services. These invoices include name and address of owner, date, invoice number, amount, and written description of permit work.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6001

3

TITLE: Mechanical records

DATES: 1952-1976.

ARRANGEMENT: Alphabetical by address

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a cross reference file providing same information as the Mechanical Invoice, but arranged by address. This file includes name and address of owner, date, invoice number, amount, written description of permit work, date of permit, name of inspector, details of equipment (voltage, capacity, size of water pipes, critical dimensions, etc.).

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6000

3

TITLE: Miscellaneous plans and correspondence

DATES: 1954-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 2.60 cubic feet.

DESCRIPTION:

These are files containing small plans, compliance notices and other correspondence. When minor changes were requested in building plans, preliminary designs were removed from plan files and filed with related correspondence. These files include correspondence, small building plans, and compliance notice, a specific type of correspondence, detailing any code violations which must be corrected before structure could pass inspection.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 12126

3

TITLE: Nonresidential building plans

DATES: 19??-

ARRANGEMENT: Numerical by plan number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or 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 State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 12126

TITLE: Nonresidential building plans

(continued)

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8691

3

TITLE: Operation paint brush database

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a departmental microcomputer database containing one record for each applicant for funding under Operation Paint Brush. The information is used for administering program and for annual Community Development Block Grant (CDBG) grantee performance reporting. The information is backed up weekly on tape. This database includes applicant's name, address, date of application, date of completion, initials of inspectors, dates of inspection, applicant's income and race, dates and amounts invoiced, and neighborhood location.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Office for 1 week and then erase.

APPRAISAL:

OMB Circular 102, section P

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6807

3

TITLE: Operation paint brush project files

DATES: 1981-

ARRANGEMENT: Alphanumerical by address, thereunder Chronological

ANNUAL ACCUMULATION: 2.60 cubic feet.

DESCRIPTION:

These project files document activities under the city's Operation Paint Brush program. This project is funded through federal Community Development funds. It allows any low income city property owner to receive free paint and supplies. These files include application, correspondence, paint qualification survey, inspector's survey of materials, and copy of requisitions for paint.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

OMB Circular 102, section P.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8687

3

TITLE: Permit invoices

DATES: s 1939.

ARRANGEMENT: Numerical by invoice number

ANNUAL ACCUMULATION:

DESCRIPTION:

These invoices are issued as an official building permit for a variety of actions (construction, demolition, the installation of plumbing, electrical, or mechanical equipment, and the erection of signs or barricades). They may also be used for the payment of fees for application to the Board of Adjustment (Zoning) or Housing Appeals Board. Since 1977, the records have been on computer. These invoices include invoice number, applicant's name and address, date, cost center and object code (since 1977), amount, a brief description of work or Board case and site. Construction invoices include architect and contractor information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 8687

TITLE: Permit invoices

(continued)

APPRAISAL:

Historical

Building permits are extremely valuable for researching architectural history.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 5999

3

TITLE: Plan specifications

DATES: 1982-

ARRANGEMENT: Chronologically by year and then by permit number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These are specifications for commercial buildings or institutions. The architect compiles specifications for contractor's use to complete detail work providing type, grade, and brand of materials to be used. Inspectors maintain plans to check during construction period. The architect also maintains own file of specifications. These documents include name of architect, address of building, name of contractor, and listing of specifications for completion of structure.

RETENTION:

Retain until construction complete.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until construction is completed and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6004

3

TITLE: Plumbing and mechanical cards

DATES: 1975-1976.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a reference card file used to record the issuance of plumbing and mechanical permits and to detail inspections. For a two year period card consolidated the separate plumbing and mechanical cards, but was eventually discontinued in 1976. This card includes name and address of owner, date, name of contractor, remarks of inspector.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6003

3

TITLE: Plumbing cards

DATES: 1953-1974.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a reference card file used to record the issuance of plumbing permits and to detail inspections. This card includes invoice number, date, name and address of owner, plumber's name, date of rough inspection, initials of inspector, details of fixtures, type, location and any remarks.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6801

3

TITLE: Private demolition case files

DATES: 1972-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 3.40 cubic feet.

DESCRIPTION:

These case files document the enforcement of demolitions of substandard or hazardous building initiated by private parties. They are used for research and litigation purposes. These files include correspondence, pictures, inspection report, legal documents, deficiency list, determination of ownership, and similar enforcement forms

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

The city attorney believes the city should maintain for 25 years for legal purposes. It has been determined that these files will be very valuable for architectural research.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26422

3

TITLE: Public building plans (Municipal and County)

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by permit number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 5.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26422

TITLE: Public building plans (Municipal and County)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26420

3

TITLE: Residential building plans

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by permit number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of construction or permit is voided and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 6.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 26420

TITLE: Residential building plans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 6806

3

TITLE: Sign card file

DATES: 1954-1977.

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION:

DESCRIPTION:

This card file documents all permits issued for the placement of signs by Building and Housing Services. It is used for reference purposes. This card includes address, name of contractor, date and inspection record.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 50 years and then destroy.

APPRAISAL:

The city attorney has determined the records need to be kept 50 years for legal purposes.

AGENCY: Salt Lake City (Utah). Division of Building Services and Licensing

SERIES: 85238

3

TITLE: Subdivision review case files

DATES: s 1912.

ARRANGEMENT: Alphabetical by subdivision name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1912 through 1912.
Retain in State Archives permanently.

Microfilm master: For records beginning in 1912 through 1912.
Retain in State Archives permanently with authority to weed.