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

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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".

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

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

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

SERIES: 8690
TITLE: Building permit registers

(continued)

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 DESIGNATION:
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.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 4.

AUTHORIZED: 01/05/2007

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION:

Retain 10 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 9.

AUTHORIZED: 09/15/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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

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

SERIES: 8689
TITLE: Housing Advisory and Appeals Board minutes

(continued)

SECONDARY DESIGNATION(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 continous 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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: 1963-
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

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.

APPRAISAL:

Historical

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

SERIES: 12126
TITLE: Nonresidential building plans

(continued)

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1986

FORMAT MANAGEMENT:

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

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

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 DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1986

FORMAT MANAGEMENT:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 5.

AUTHORIZED: 01/05/2007

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 6.

AUTHORIZED: 01/05/2007

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

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

SERIES: 6806 1
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.

RETENTION:

Retain 50 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.