Retention and Classification Report

Agency: Salt Lake City (Utah). City Council (1012)

City-County Building
451 South State Street
Salt Lake City, UT 84111

Records Officer

04919	City government report
82758	City issues files
01611	Correspondence
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04901	Subject file

AGENCY: Salt Lake City (Utah). City Council

SERIES: 4919 3
TITLE: City government report
DATES: 1960-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies. Archives Holdings: 1960, Accounting and Fiscal Recommendations and Proposed Changes in Organizational Structure of City Government.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

Disposition based on the historic value of these records in documenting the history of Salt Lake City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82758 3
TITLE: City issues files
DATES: 1980-
ARRANGEMENT: Alphabetical by department, thereunder by issue
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain information on current city issues relative to the legislative powers of the city council concerning city departments. These files include staff research reports, research notes, newspaper clippings, notes from staff minutes, reports from other city departments, and other pertinent information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 transfer to Agency Record Center. Retain in Agency Record Center for 65 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office. This information is important for future planning and for historical purposes.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82758
TITLE: City issues files

(continued)

AGENCY: Salt Lake City (Utah). City Council

SERIES: 1611 3
TITLE: Correspondence
DATES: 1944-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Correspondence documents the administration or management of the Salt Lake City Commission, organization, it's policies, procedures and achievements.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 8.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 1611
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Council

SERIES: 3933 3
TITLE: Correspondence files
DATES: 1910, 1982-
ARRANGEMENT: Chronological, thereunder alphabetical by name of council member
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files contain correspondence between the public and Salt Lake City council members. The are used for reference purposes. They consist of incoming and outgoing letters including thank yous, requests for information, press releases, recommendations and welcomes, complaints and their responses, and correspondence between council members and department heads and with intergovernmental agencies.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1990.

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 and then transfer to Agency Record Center. Retain in Agency Record Center until council member is succeeded in office and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the record's primary value to the agency and its secondary value to researchers. These letters document the role of the city council in city government.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82754 3
TITLE: Council agenda
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are convenience copies of agenda prepared for regularly scheduled, special, and emergency meetings of the Salt Lake City Council. They are used to notify the public of the date, time, and place of each meeting. They are used in the office for reference purposes. These agenda include date, time, place, of council meetings, and list of items to be presented to the council for consideration.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1987.

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.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office. The city recorder maintains the record copy of all council agenda.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82757 3
TITLE: Council district newsletters
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain annual newsletters sent to each household in each council district. Information for the newsletters is compiled by the council office and is contracted out for printing. These files include articles on city budget, available city services, sanitation pick-up schedule, instructions on reporting complaints, planned future improvements to each specific district, and profiles of newly elected council members.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 council member is succeeded in office and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon both the administrative needs of the office and the historical value of the record. Newsletters are important sources in documenting the actions of the city council.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82751 3
TITLE: Council member biography files
DATES: 1980-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files contain biographical information on members of the city council. They are used for reference and historical purposes. These files include campaign brochures, photographs, newspaper clippings, life sketches, and resumes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office and the historical value of these files.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82756 3
TITLE: Council retreat records
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files document city council retreats. These are sessions held away from the office for discussion purposes. These files include minutes, agendas, and all necessary backup documentation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 for 8 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the division and the historical value of these files. They document the scope of council discussions.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82759 3
TITLE: Management audit proposal files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain proposals from independent contractors for management audits of city departments or divisions requested by the Council Office.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82760 3
TITLE: Management audit results files
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files contain the results of audits by independent contractors for management audits of city departments or divisions requested by the council Office.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon both the administrative needs expressed by the office and the historical value of the records. These management audits are extremely valuable in documenting the conditions of individual city departments.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82761 3
TITLE: Newspaper clippings files
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain newspaper clippings from Salt Lake area newspapers relating to matters of the Salt Lake City Council. They are used for reference purposes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 82752 3
TITLE: Rules of procedures
DATES: 1985-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are the Rules of Procedures passed by resolution governing the City Council. These rules set forth the procedures the council must follow in conducting council meetings and the elections of chairs and vice-chairs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 new Rules of proceedure are adopted and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

The city recorder maintains the record copy of all resolutions, but these copies are the only complete copies of the Council's Rules of Procedures. They are important to understand the operation of Salt Lake City Council and should be maintained permanently.

AGENCY: Salt Lake City (Utah). City Council

SERIES: 4901 1
TITLE: Subject file
DATES: 1930-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

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.

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