

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Commission (1013)

, UT

## Records Officer

05556 \*Committee and agency reports  
00048 \*Correspondence (outgoing)  
04921 \*Lease and agreements record book  
03824 \*Liquor license applications  
04916 \*Municipal record  
05551 \*Petitions  
04907 \*Petitions and communications log  
19517 \*Public notice register  
04914 \*Reports  
09858 \*Special committees and ordinances passed list  
04906 \*Tracy Aviary Commission annual reports

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 5556

3

**TITLE:** Committee and agency reports

**DATES:** 1876-1902.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Reports made to the city council by its committees, city agencies (e.g. prison, waterworks, public grounds, etc.), or city officers (e.g., police chief, city attorney).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 48

3

**TITLE:** Correspondence (outgoing)

**DATES:** 1957.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Holdings consist of a single bound volume of copies of letters sent by the city recorder on behalf of the city commission. The volume is labeled on the spine vol. 3, September 3, 1957 to December 31, 1957. These letters deal with a wide-range of issues (personnel, financial, approval of city employees to attend meetings; approval of business licenses, etc.) Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 8.

**AUTHORIZED:** 05/18/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

This retention is based on the historical value of these records to document the actions of the city commission.

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 48

**TITLE:** Correspondence (outgoing)

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Personnel data

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4921

3

**TITLE:** Lease and agreements record book

**DATES:** 1891-1892.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Agreements leasing city lots to various individuals and companies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

Disposition based on the historic value of these records in documenting the history of Salt Lake City around the turn of the 20th century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 3824

3

**TITLE:** Liquor license applications

**DATES:** 1912-1916.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Applications made to the city commission (predecessor to the city council) for a license to serve or dispense alcohol. Denied applications were often appealed to the district court.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

Disposition based on the the historical value of these records in documenting a subject of perpetual interest in Utah history.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4916

3

**TITLE:** Municipal record

**DATES:** 1912-1979.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains the newsletter published by the Salt Lake City Board of Commissioners. Issued monthly and distributed freely, the Municipal Record provided information on the City Commissioners, the various city departments, civic pride items like songs and writing contests, and various feature articles and spotlights written by staff members or guest writers. It was illustrated throughout with scenic photographs. The end of the volume usually contained monthly or yearly receipts and disbursements provided by the City Treasurer and a Summary of Minutes of the City Commission meetings. After about the 1930s, issues became streamlined and might include only city departments, receipts and disbursements and the summary of minutes. Under Mayor Ted Wilson, a changeover from commission style government was completed in 1979. These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 21.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

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

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

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4916

**TITLE:** Municipal record

(continued)

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 5551

4

**TITLE:** Petitions

**DATES:** i 1872-1905; 1913-1940.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Requests from individuals, groups, or businesses within the community, based on issues or concerns, are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 5 years after resolution of issue, and then transfer to State Archives.

Microfilm duplicate: Retain in Office permanently after resolution of issue.

Paper: Retain in State Archives permanently and then microfilm.

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

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4907

3

**TITLE:** Petitions and communications log

**DATES:** 1894-1905.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This volume provides a log or index to petitions and communications received. Columns record petition number, date of filing, and a brief summary of the topic addressed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

Disposition based on the historic value of these records in documenting issues in Salt Lake City immediately after statehood.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 19517

3

**TITLE:** Public notice register

**DATES:** 1865-1885.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This register contains newspaper clippings pertaining to city auditor reports, ordinances, resolutions; election handbills, and handwritten ordinances by Mayor Daniel Wells.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4914

3

**TITLE:** Reports

**DATES:** 1952-1959.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 9858

3

**TITLE:** Special committees and ordinances passed list

**DATES:** 1901-1904.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This small, holographic bound volume is labeled "Special Committees 1904". Recorded information includes receipts from treasurer, special committees 1902, special committees for 1904, ordinances passed prior to 1901, and ordinances passed 1901.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Commission

**SERIES:** 4906

4

**TITLE:** Tracy Aviary Commission annual reports

**DATES:** i 1938-1950.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Annual reports, created by the commission, review all business activities of the aviary. Expenditures are listed as well as inventory of birds and equipment. Any improvements or changes made to the facilities are documented by photographs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

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

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

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public