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).

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.

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Commission

SERIES: 48
TITLE: Correspondence (outgoing)

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

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.

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.

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
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

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

PRIMARY CLASSIFICATION:

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.

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 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.

AGENCY: Salt Lake City (Utah). Commission

SERIES: 5551
TITLE: Petitions

(continued)

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Commission

SERIES: 4914 3
TITLE: Reports
DATES: 1952-1959.
ARRANGEMENT: Alphanumerical
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.

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public