Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Community and Economic Development (1020)
City & County Building
451 South State, Room 404
Salt Lake City, UT 84114
535-7777

Records Officer

26349	Commercial building plans
26347	Public building plans (Municipal & County)
24033	Publications
26348	Residential building plans

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26349 3

TITLE: Commercial building plans

DATES: 1982-

ARRANGEMENT: Numerical by permit number

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:

Retain 7 years

DISPOSITION:

Destroy.

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 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26349

TITLE: Commercial building plans

(continued)

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26347 3

TITLE: Public building plans (Municipal & County)

DATES: 1982-

ARRANGEMENT: Numerical by permit number

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:

Retain 10 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 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 7 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26347

TITLE: Public building plans (Municipal & County)

(continued)

APPRAISAL:

Fiscal Historical Legal

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 24033 3

TITLE: Publications

DATES: 2000-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

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

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 24033

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26348 3

TITLE: Residential building plans

DATES: 1982-

ARRANGEMENT: Numerical by permit number

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:

Retain 1 year

DISPOSITION:

Destroy.

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 and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26348

TITLE: Residential building plans

(continued)

PRIMARY CLASSIFICATION:

Public