Retention and Classification Report

Agency: Salt Lake City (Utah). City Engineer (1022)

349 South 200 East, Suite 100
Salt Lake City, UT 84111

Records Officer

05552	*Administrative records
85258	*Air base village tenant files
04931	*Annual reports
83293	*Bill register
83296	*Cash books
83298	*General ledgers
04945	*Master plan for control of surface storm waters
09859	*Plat maps
05967	*Salt Lake County maps.
83174	*Statement of cost of public improvements
04597	*Traffic survey analysis
05968	*Utah Power and Light System Map
83282	*Voucher register

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 5552 3
TITLE: Administrative records
DATES: 1892-1916.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Includes correspondence, petitions, reports, cost estimates etc. from the City Engineer, usually to the Mayor and city council. Common topics include streets, sidewalks, and sewers.

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). City Engineer

SERIES: 85258 3
TITLE: Air base village tenant files
DATES: i 1948-1958.
ARRANGEMENT: none
DESCRIPTION:

Records from the air base village located near Salt Lake International Airport. Air base housing was originally organized for World War II, operations were then taken over by the city. Applications for residence and intent to vacate notifications comprise the majority of the series.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1948 through 1958. Retain in State Archives permanently.

Microfilm master: For records beginning in 1948 through 1958. Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 4931 3
TITLE: Annual reports
DATES: 1907-1930.
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains reports of activities of Salt Lake City Engineer from the previous year.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 83293 3
TITLE: Bill register
DATES: 1922-1924.
ARRANGEMENT: chronological
DESCRIPTION:

This volume is a listing of bills received by the city engineer. It is an alphabetical index with tabs which had columns drawn to accommodate the purpose of a register. It contains: date, number, name of person or vendor to be paid, purpose of bill, date sent to auditor, date charged to account, and date paid.

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 3 years and then destroy.

APPRAISAL:

This volume is obsolete and should be destroyed. Originally if should have only been maintained for 3 years.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 83296 3
TITLE: Cash books
DATES: 1908-1917.
ARRANGEMENT: Chronological
DESCRIPTION:

These three volumes record cash payments received by the city engineer. All volumes are labeled "Cash", but only one (1914-1917) is also labeled "A". They contain: date (year, month, date); receipt number; order or permit number; name; amount collected; columns indicating fund (continguent, waterworks, special funds, etc.)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These volumes are obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 83298 3
TITLE: General ledgers
DATES: 1901-1908.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

These four volumes record the expenditure of funds by the city engineer. These volumes are labeled "Ledgers" and contain may gaps (1901, 1903, 1904, and 1907-08). They contain: extension number; year, month, date; amount of expenditure; purpose; totals; and warrant number.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These volumes are obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 4945 3
TITLE: Master plan for control of surface storm waters
DATES: 1960.
ARRANGEMENT: chronological
DESCRIPTION:

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan. This plan provides for the control of surface storm planning

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 9859 3
TITLE: Plat maps
DATES: 1890.
ARRANGEMENT: None
DESCRIPTION:

Diagrams of selected blocks within various plats of Salt Lake City are found in random order in this volume used by the city engineer.

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). City Engineer

SERIES: 5967 3
TITLE: Salt Lake County maps.
DATES: 1856-1963.
ARRANGEMENT: Alphanumerical by
DESCRIPTION:

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.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 83174 3
TITLE: Statement of cost of public improvements
DATES: 1907.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

This volume is the city engineer's certified "true and correct statement of the public improvements" for 1907. It contains the extension number; year, month, date; amount of contract work; city's portion; engineering (labor and materials); amount collected for inspections; costs of advertising; costs of labor, material, and miscellaneous expenses; and totals.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This retention is based on the municipal financial general records retention schedule. Other volumes maintained by the city treasurer contain more complete and accurate information and are retained permanently.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 4597 4
TITLE: Traffic survey analysis
DATES: 1928-1929.
ARRANGEMENT: None
DESCRIPTION:

Drawings and text describing traffic flow and patterns in the Salt Lake area. Shows main streets and intersections most heavilyused.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1929 through 1929. Retain in State Archives permanently.

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the growth of Salt Lake City in the 20th century.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 5968 3
TITLE: Utah Power and Light System Map
DATES: undated.
ARRANGEMENT: Alphanumerical by
DESCRIPTION:

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.

AGENCY: Salt Lake City (Utah). City Engineer

SERIES: 83282 3
TITLE: Voucher register
DATES: 1908-1914.
ARRANGEMENT: Chronological
DESCRIPTION:

This single volume is a record of all vouchers issued by the city engineer. It contains: month and year; line number; voucher number; to whom issued; amount of warrant; columns dividing amounts into revenue, special funds, miscellaneous funds; indicating amounts, and account numbers.

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 4 years and then destroy.

APPRAISAL:

This retention is based on the municipal financial general records retention schedule (9/85) for 4 years.