

# 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

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**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.

**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). 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

Private

**SECONDARY DESIGNATION(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.

**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). 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This volume is obsolete and should be destroyed. Originally it 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 (contingent, waterworks, special funds, etc.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

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.

**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). City Engineer

**SERIES:** 5967

3

**TITLE:** Salt Lake County maps.

**DATES:** 1856-1963.

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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). 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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 heavily used.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

Public

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

**SERIES:** 5968

3

**TITLE:** Utah Power and Light System Map

**DATES:** undated.

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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). 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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.