

# Retention and Classification Report

**Agency:** Bluffdale (Utah) (103)

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**Records Officer:** Wendy Deppe

29360	Budgets
80614	Building plans
28738	*City Attorney's disconnect litigation files
29251	General Plan
29013	Ordinances
28472	Subdivision case files and maps

**AGENCY:** Bluffdale (Utah)

**SERIES:** 29360

3

**TITLE:** Budgets

**DATES:** 2010-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

**AGENCY:** Bluffdale (Utah)

**SERIES:** 80614

3

**TITLE:** Building plans

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are blueprints and specifications submitted by building contractors when applying for a building permit for new construction of private residential or commercial structures. They are used in determining code compliance and enforcement of city building codes.

**RETENTION:**

Retain for 90 day(s) after end of project or program

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 days after Completion of Construction Project and then transfer to State Archives with authority to weed provided all inspections have been completed.

Microfilm master: Retain in Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on the administrative needs expressed by the city. Building plans are only reviewed by a building inspector to guarantee that structures meet local building codes. They need only be kept 90 days after the end of construction in accordance with the provisions of the Uniform Building Code 1987, p. 303 which has been adopted by statute (UCA 58-50-17). Commercial building plans will be sampled as an example of commercial buildings being built in Bluffdale.

**AGENCY:** Bluffdale (Utah)

**SERIES:** 80614

**TITLE:** Building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bluffdale (Utah)

**SERIES:** 28738

1

**TITLE:** City Attorney's disconnect litigation files

**DATES:** 1978-2008.

**ARRANGEMENT:** Unknown.

**DESCRIPTION:**

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the legal battle over attempt by part of the city to separate from the city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bluffdale (Utah)

**SERIES:** 29251

**TITLE:** General Plan

**DATES:** 2014-

**ARRANGEMENT:** N/A

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

1

**AGENCY:** Bluffdale (Utah)

**SERIES:** 29251

**TITLE:** General Plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**AGENCY:** Bluffdale (Utah)

**SERIES:** 29013

1

**TITLE:** Ordinances

**DATES:** 1978-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This series has permanent historical value as documentation of decisions and actions of the city council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.



**AGENCY:** Bluffdale (Utah)

**SERIES:** 28472

1

**TITLE:** Subdivision case files and maps

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by subdivision name

**DESCRIPTION:**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

Permanent files according to Schedule 20 in the Municipal General Records Retention Schedule 1998

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bluffdale (Utah)

**SERIES:** 28472

**TITLE:** Subdivision case files and maps

(continued)

**SECONDARY DESIGNATION(S):**

Private.

Includes any personal information in the file for parties involved in the subdivision development. May include copy of a personal check used for bonding, infrastructure or other personal information.