Retention and Classification Report

Agency: Salt Lake City (Utah). Mayor : DePaulis (1041)

City & County Building
451 South State Street, Room 306
Salt Lake City, UT 84111
801-535-6333

Records Officer

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82764		Appointment calendar
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AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 84378 3
TITLE: "Celebrate the city" program celebration file

DATES: 1989.
ARRANGEMENT: none
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This file documents the "Celebrate the City" activities held in connection with the rededication of the City and County Building. On April 29 and 30, 1989, the city and county building was officially opened after being closed for restoration since November 1986. This file includes: an invitation to the celebration listing activities; a booklet titled "451 Washington Square" (summarizing the history of the building and restoration); a program for the opening ceremonies on April 29; a copy of Mayor Palmer DePaulis' address; an inventory of the contents of the 1892 City and County Building time capsule; a foldout of the City and County Building showing names of workmen involved in the restoration; and "Children Celebrate the City" (a coloring book for children on the building).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the activities of the opening of the historic City and County Building.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14633 3
TITLE: Administrative records
DATES: 1876-1899.
ARRANGEMENT: None
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These files document various activities undertaken by the City of Salt Lake. They include city council exhibit files; correspondence; affidavits; resolutions; watermain intentions; police court records; and city recorder letterpress book.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4882 3
TITLE: Annual reports
DATES: 1892-1915.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This series contains the mayor's message and annual reports from Salt Lake City agencies.

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.

APPRAISAL:

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

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82764 3
TITLE: Appointment calendar
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These calendars record all appointments of the mayor. These calendars include date, time, what meeting is about, name of contact person, phone number, and location of meeting. Also includes schedule request forms and briefing paper or information about meeting along with any correspondence from requestor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center until expiration of term and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office and the historical value of the record. These calendars are important in documenting the activities of the mayor and to reflect his management style and involvement in city affairs.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82767 3
TITLE: Appointments files
DATES: 1985-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These files contain correspondence associated with the Mayor's appointments to city boards and committees. These files include correspondence, resumes, financial statements, letters of resignation, and letters of appointment.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the appointment of boards and committees.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14608 3
TITLE: Audit files
DATES: 1982-1991
ARRANGEMENT: None
TOTAL VOLUME: 3.00 cubic feet.
DESCRIPTION:

These are the draft copies and published copies of performance and operation audits and other special reports undertaken by city departments for the Mayor. Reports written prior to 1985 were under the Ted Wilson Administration.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14608
TITLE: Audit files

(continued)

PRIMARY CLASSIFICATION:
Public UCA 51-2-3(3) (2008)

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14626 3
TITLE: Audit record files
DATES: 1981-1983.
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

These files document performance and operation audits undertaken of city departments during the Wilson administration. They include drafts and actual final audits.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 36.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14607 3
TITLE: City-County building restoration files
DATES: 1985-1991
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

These files document the restoration and earthquake retrofitting of the city-county building. They include the records of Phil Erickson, DePaulis's assistant overseeing the restoration, photographs, slides and videotapes of the actual restoration, various studies, and celebration activities for the reopening in 1989.

RETENTION:

Retain until transferred to the State Archives.

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 State Archives permanently with authority to weed.

Video recordings master: Retain in State Archives permanently with authority to weed.

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

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

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14607
TITLE: City-County building restoration files

(continued)

APPRAISAL:
Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4903 3
TITLE: Coat of arms
DATES: undated
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4918 4
TITLE: Correspondence
DATES: i 1879-1896; 1919-1932.
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

Incoming and outgoing mail relating to city functions and matters.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 duplicate: For records beginning in 1919 through 1932. Retain in State Archives permanently.

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

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14625 3
TITLE: Correspondence (outgoing)
DATES: 1987-1991
ARRANGEMENT: Alphabetical by staff member's names.

TOTAL VOLUME:
DESCRIPTION:

These files document the activities of Mayor DePaulis's staff. They include memoranda, copies of letters, appointment letters, and recommendations.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

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

Correspondence which documents agency history and functions are useful to researchers.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14625
TITLE: Correspondence (outgoing)

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82766 3
TITLE: Current issues files
DATES: 1985-
ARRANGEMENT: alphabetical by subject
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files contain all documentation concerning current issues under Mayor's jurisdiction. Some examples of present issues are: Children's Museum; Restoration of City and County Building; Fair Labor Standards Act; Mayor's Task Force for Appropriate Treatment of Homeless and Mentally Ill; Rose Park Sludge Dump; Trusts for Public Land Little Cottonwood Canyon; and Amtrak Issue. These files include copies of articles, laws, drawings, proposals, and staff studies.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 until issue resolved in City Records Storage and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the involvement of the Mayor in major city issues.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4865 3
TITLE: Directory
DATES: 1964-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

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.

APPRAISAL:

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

Current directories have administrative use. Older directories document the organization and history of municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82762 3
TITLE: Executive action log
DATES: 1985-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These logs record all documents signed by the Mayor. It is used to verify the arrival, the signature, and the departure of documents from the Mayor's Office. These logs include department received from, description of document(s), and date signed by Mayor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This log is historically valuable because it documents the types of records signed by the Mayor and reflects the management style of the Mayor.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82765 3
TITLE: General correspondence files
DATES: 1984-
ARRANGEMENT: Alphabetical by category
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These files contain the public correspondence of the Mayor. These files include thank you letters to or from Mayor, requests for information, press releases, letters of recommendation and welcome, letters of complaint along with the response, and correspondence to or from department heads, City Council members, and intergovernmental agencies.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office and the historical value of the records. These files are important in documenting the mayor's policies, involvement, and style.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 17896 3
TITLE: General housekeeping files
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

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 Office for 1 year and then destroy.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14623 3
TITLE: General subject files
DATES: 1985-1991
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document interaction between the mayor and city departments. Includes incoming and outgoing correspondence, memoranda, newspaper clippings, receipts, and public survey forms. The files also include some correspondence and memoranda from the Wilson administration. 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 archives custody

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:

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). Mayor : Becker

SERIES: 14623
TITLE: General subject files

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14627 3
TITLE: General subject files
DATES: 1979-1985
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the general subject files for the Ted Wilson administration. They include memoranda, incoming and outgoing correspondence, newspaper clippings, conference attendance and travel records.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82763 3
TITLE: Incoming office calls log
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These log books document all incoming telephone calls to Mayor's Office. These books include person whom message is for, date, time, name of caller, agency or office represented, phone number, text of message, and type of call.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 2 months and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14606 3
TITLE: Invitations and regret correspondence
DATES: 1985-1991.
ARRANGEMENT: Chronological
TOTAL VOLUME: 14.00 cubic feet.
DESCRIPTION:

These are the invitations to, acceptances, and regrets for speaking opportunities and appearances by Mayor DePaulis. They include the invitation, letters, memorandum, and schedule log.

RETENTION:

Retain until transfered to State Archives.

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:

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 until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 5549 3
TITLE: Letterbooks
DATES: 1876-1888.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

Letter press copies of out-going correspondence from the mayor's office.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 85279 4
TITLE: Marshal's requisitions
DATES: i 188-1892.
ARRANGEMENT: Numerical by requisition number
TOTAL VOLUME:
DESCRIPTION:

A form filled out by the marshal's office to request money, supplies, or services from the Mayor's office. Each form is sent to the Mayor and the request is granted or denied.

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 duplicate: For records beginning in 1888 through 1892. Retain in State Archives permanently.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14609 3
TITLE: Municipal association files
DATES: 1985-1991
ARRANGEMENT: None (roughly by association name)
TOTAL VOLUME:
DESCRIPTION:

These files document the involvement and participation of Mayor DePaulis with the Utah League of Cities and Towns, National Assn. of Mayors, National League of Cities, Council of Governments, etc. It includes programs, binders, correspondence, travel vouchers, etc.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14609
TITLE: Municipal association files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14624 3
TITLE: Newspaper clippings
DATES: 1985-1991
ARRANGEMENT: Chronological, thereunder alphabetical by subject
TOTAL VOLUME:
DESCRIPTION:

These newspaper clipping files document the activities of the mayor's office and other city departments. Includes actual newspaper clippings and photocopies of newspaper articles.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

Scrapbooks which document agency history and functions have ongoing research value.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14624
TITLE: Newspaper clippings

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14632 3
TITLE: Personnel files
DATES: 1990-1991.
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME:
DESCRIPTION:

These files document activities between the mayor and individual department heads (police chief, fire chief, etc.). Includes correspondence, memoranda, reports, and letters of recommendation.

RETENTION:

Retain until transferred to State archives.

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:

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14631 3
TITLE: Petitions and proclamations
DATES: 1989-1991
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

These files document petitions received by the mayor and proclamations he signed. Includes the actual petitions, proclamations, memoranda, and related correspondence.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14630 3
TITLE: Planning records
DATES: 1987.
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

These files document various planning activities including Utah Tomorrow and other strategic plans. They include actual reports, memoranda, and supporting documentation.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

These records document Salt Lake City planning.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4940 3
TITLE: Publications
DATES: 1964-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

Records created by the municipality, including pamphlets, leaflets, studies, proposals and other similar materials. These records include information on programs and events sponsored or supported by the mayor's office. Community newsletters detailing plans and preparations for the Salt Lake 2002 Olympic and Paralympic Winter Games are included. The series consists primarily of isolated publications not part of a more specific series.

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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 85301 3
TITLE: Records
DATES: i 1960-1972.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

The correspondence and files of the office of mayor. Large portions of the collection are devoted to the "For America" organization, attempting to repeal the federal income tax, and its funding for U.S. foreign aid.

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: For records beginning in 1960 through 1972. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1960 through 1972. Retain in State Archives permanently.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 85282 4
TITLE: Scrapbooks
DATES: i 1924-1973.
ARRANGEMENT: Chronological, thereunder by subject matter or department
TOTAL VOLUME:
DESCRIPTION:

A collection of newspaper articles that involve the city and its management.

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 duplicate: For records beginning in 1924 through 1973. Retain in State Archives permanently.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14629 3
TITLE: Utah Tomorrow survey files
DATES: 1987.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

These are survey forms sent to Salt Lake City residents in their water bills. The survey was used to collect information on current city programs and opinions on future activities. Includes actual completed survey forms.

RETENTION:

Retain 2 years or until no longer needed for reference.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

These surveys provide information about public attitudes concerning the topics quarried, which is valuable social history information.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14629
TITLE: Utah Tomorrow survey files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 83280 3
TITLE: Voucher register
DATES: 1908-1921.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This single volume contains an accounting of expenditures of the mayor and is labeled on the cover "Mayor Voucher Register 1". The volume contains on the inside cover a key to the mayor's classification system; inside the volume includes: the date; the amount; salaries; office supplies and expenses; mayor's contingent fund; annual report; and manager and sundries. It also contains a listing of petitions for the year 1920. Recorded information includes: the petition number, name and subject; date received; reference, date of reference; date of return; deposition and remarks, and date of final action.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of the record to document the actions of the mayor of Salt Lake City.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 83280
TITLE: Voucher register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 24114 3
TITLE: Winter Olympic games presentation
DATES: 1972.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

This is a presentation, with cover letter, from the mayor's office to the president of the United States Olympic Committee regarding a bid to host the 1976 Winter Olympics.

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.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 19.

These records document Salt Lake City's bid for the 1972 Olympic Winter Games. The records are useful for historical research.

PRIMARY CLASSIFICATION:

Public