

Retention and Classification Report

Agency: Salt Lake City (Utah). Planning Commission (1062)

451 South State, Room 406
Salt Lake City, UT 84111

Records Officer

06774 Planning Commission agenda
06773 Planning Commission minutes
06788 Publications

AGENCY: Salt Lake City (Utah). Planning Commission

SERIES: 6774

3

TITLE: Planning Commission agenda

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

These agendas are for Planning Commission meetings. They are used for referencing actual dates on which petitions were considered (petition log only lists hearing dates), and for researching dates on non-petition matters. These agendas include date; time; place of meeting; and a description of each item to be considered at meeting.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

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 permanently and then microfilm.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

The agendas are microfilmed only for security purposes.

AGENCY: Salt Lake City (Utah). Planning Commission

SERIES: 6773

3

TITLE: Planning Commission minutes

DATES: 1924-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes are of meetings and hearings held by the Planning Commission. The Planning Commission consists of eleven members appointed by the mayor to represent citizens in deciding matters concerning zoning and master plan considerations. They are used for research purposes. These minutes include staff reports, correspondence, and attendance rosters are included as appendices to each meeting's minutes.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

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

APPRAISAL:

These minutes are extremely important in the research into the planing process of Salt Lake City.

AGENCY: Salt Lake City (Utah). Planning Commission

SERIES: 6788

3

TITLE: Publications

DATES: 1919-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 permanently.

DISPOSITION:

Retain in agency custody.

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 Office permanently.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). Planning Commission

SERIES: 6788

TITLE: Publications

(continued)

APPRAISAL:

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

Disposition based on research value of these records regarding planning and development of Salt Lake City and the plans considered and/or adopted by the Planning Commission, City Commission or City Council. They reflect the activities, decisions and functions of these Commissions.

PRIMARY CLASSIFICATION:

Public