Retention and Classification Report

Agency: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development (1065)
1965 West 500 South
Salt Lake City, UT 84101

Records Officer

06702 *Equipment repair order forms
06701 *Golf course gas usage files
06698 *Golf score cards
06695 *Grant funding request files
08775 *Recreation general administration files
06697 *Recreation program files
06696 *Review drawings
06700 *Sports facilities reservations files
06699 *Utah Junior Golf Association Board meeting minutes
06703 *Vehicle and equipment daily usage log

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6702 3

TITLE: Equipment repair order forms

DATES: 1977-2015.

ARRANGEMENT: Numerical by equipment number

DESCRIPTION:

These forms are copies of repair orders for all park's equipment, made either by the Parks Department or Fleet Management. They are used for creating a maintenance history of all equipment. These forms include date, equipment number, repairs needed, action taken, name of mechanic, parts used, labor hours, and total cost (when applicable).

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after equipment is taken out of service and then destroy.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6701 3

TITLE: Golf course gas usage files

DATES: 1985-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These gas forms record gas usage at each golf course. They are used to monitor gas usage. These forms include date, location, pump number, totalizer reading, and dipped reading.

RETENTION:

Retain 3 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6698 3

TITLE: Golf score cards

DATES: 1984-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These cards are the actual score cards from tournaments sponsored by the Junior Golf Association. They are kept to verify scores in case of a dispute. Includes: name of course, place for score on each numbered hole on course (1-18) and yardage of each, men's and women's par, men's and women's handicap, graphic layout of course, United States Golf Association (USGA) rules modified by local rules, points of etiquette, score and name of person attesting score.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6695 3

TITLE: Grant funding request files

DATES: 1978-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain application forms requesting federal grant funding (Community Development Block Grants) for park development projects. They are used for requesting funds for projects and to maintain a record of requested grants. These files include title of projects, location, project description, and objectives.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 8775 3

TITLE: Recreation general administration files

DATES: 1978-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These automated files concern the administration of the Parks Department recreation programs (such as the Junior Golf Association, running races, sports leagues, and golf clinics) . They are used to maintain a record of form letters, budget information, and information on specific programs. These files include budget preparation information, correspondence, entry forms, information fliers, fact sheets on programs, schedules, media and press releases, and associated documentation. The information is stored and backed up on floppy disk.

RETENTION:

Retain 3 years

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

Computer magnetic storage media: Retain in Office for 3 years or until changed and then erase.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6697 3

TITLE: Recreation program files

DATES: 1976-2015.

ARRANGEMENT: Alphabetical by program name

DESCRIPTION:

These program files document the specific recreational programs sponsored by the Parks department. They are used for reference in developing future programs. These files include flyers of specific programs, registration release forms (if applicable), receipts for fees paid and press releases. They also include an accounting of participants and receipt number.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These files are working files and are only used for reference purposes by the department.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6696 3

TITLE: Review drawings

DATES: 1977-2015.

ARRANGEMENT: Alphabetical by project title

DESCRIPTION:

These drawings are received from city departments for review by the Parks Department. They are used to verify Parks Department input into specific construction projects or developments and to keep a record of changes made. The projects include Fairmont Park pond renovation and Kennedy Drive Park Development.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These drawings are copies and are only needed for review purposes. The record copy is maintained by the Engineering Division.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6700 3

TITLE: Sports facilities reservations files

DATES: 1985-2015.

ARRANGEMENT: Alphabetical by location

DESCRIPTION:

These files contain record reservations for sports facilities for baseball, softball, soccer, football or volleyball activities. They are used to monitor field availability. The form includes name, address, phone number of organization, contact person, reason for request, choices of field, time and date of starting and ending. They also include a copy of the confirmation mailed to person making reservation.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6699 3

TITLE: Utah Junior Golf Association Board meeting minutes

DATES: 1983-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are for the bimonthly meetings of the Utah Junior Golf Association Board of Directors. The Parks Department sponsors the activities of the Utah Junior Golf Association. These minutes include agendas, schedule of events, and related correspondence.

RETENTION:

Retain kept under higher office

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These minutes are historically important to verify the workings of the Utah Junior Golf Association.

AGENCY: Salt Lake City (Utah). Public Services Department. Parks Department. Division of Planning and Development

SERIES: 6703 3

TITLE: Vehicle and equipment daily usage log

DATES: 1983-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is a daily record of vehicle equipment usage. It is used to monitor vehicle usage and driver responsibility. This log includes date, time out, equipment number, whether fuel card was used, driver signature, time in, and returning driver's signature.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.