

# 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-

**ARRANGEMENT:** Numerical by equipment number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**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).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**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 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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

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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-

**ARRANGEMENT:** Alphabetical by program name

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**FORMAT MANAGEMENT:**

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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-

**ARRANGEMENT:** Alphabetical by project title

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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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-

**ARRANGEMENT:** Alphabetical by location

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1986.

**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 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-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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