Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Public Works (1081)

451 south state street
salt lake city, UT 84114
801-535-7704

Records Officer

17897 Construction field test reports
03407 * Flood records

* indicates closed series

04/18/14 08:32

AGENCY: Salt Lake City (Utah). Department of Public Works

SERIES: 17897 3
TITLE: Construction field test reports
DATES: 1940-
ARRANGEMENT: alphanumerical/numerical by construction address thereunder, chronological within each folder

DESCRIPTION:

This is a construction observation and testing field report that is prepared by the engineering consultant who tests on a weekly basis, items specified in the contract specifications. The report is used to determine if contractor is meeting the specifications. The types of reports include results of compressive strength tests and construction observation and testing field reports. Included are project name and job number, building permit number, location, client/owner, general contractor, weather conditions during the test, engineer/architect, and observations.

RETENTION:

Retain 2 years after receipt of final report.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 Office until project completion and receipt of final report and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after receipt of final report and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Salt Lake City (Utah). Department of Public Works

SERIES: 17897
TITLE: Construction field test reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). Department of Public Works

SERIES: 3407 3
TITLE: Flood records
DATES: 1983-1984.
ARRANGEMENT: Alphabetical by subject
TOTAL VOLUME: 1.50 cubic feet.
DESCRIPTION:

These files provide a daily accounting of city government action during the floods of 1983-84 in Salt Lake City. They have been maintained so that the city can receive compensation for the costs from the Federal Emergency Management Association (FEMA) and for litigation purposes. They include: information on overtime payments; materials used and cost for specific flood projects (i.e., dredging Liberty Park Lake, sandbags); notes on monitoring diversion points and pumping projects; notes on flows through major conduits; and information on volume of water in Mountain Dell Reservoir.

RETENTION:

Retain 5 years.

DISPOSITION:
Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1986.

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.

APPRAISAL:
Administrative Historical

This retention is based on the historical value of these records to document the actions of city government to the Salt Lake city floods in l983-84.