

Retention and Classification Report

Agency: Salt Lake City (Utah). City Recorder (1085)

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Salt Lake City, UT 84111
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Records Officer

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AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26424

3

TITLE: Annual budget

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26424

TITLE: Annual budget

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26417

3

TITLE: Annual reports

DATES: 1981-

ARRANGEMENT: Chronological by year

DESCRIPTION:

Annual reports are required by Salt Lake City Code 2.04.010. These reports describe financial state of Salt Lake City on a yearly basis. Included are statistics, narrative reports, graphs, and diagrams.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26416

3

TITLE: Appointments of committee members and appointed officials

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84350

3

TITLE: Auction notion

DATES: 1982-2012.

ARRANGEMENT: none

DESCRIPTION:

This is a list of automobiles (occasionally bicycles) to be auctioned by the City that have been impounded by the Salt Lake City Police Department and remained unclaimed by the owner (SLC Ordinance 24-13-4). The notice of auction includes a list of automobiles and bicycles which provides year, type and description of automobile/bicycle known owner or lien holder date, time and place of auction, and proof of publication, and proof that known owners' were notified of auction, and a transmittal letter requesting permission of the Mayor to dispose of property by public auction.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 5596

3

TITLE: Bonds

DATES: 1876-1894.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Bonds, and occasional oaths, submitted to cover faithful performance in office.

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). City Recorder

SERIES: 84359

3

TITLE: Bound ordinances

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.70 cubic feet.

DESCRIPTION:

These are the superseded pages removed from published ordinances of Salt Lake City. They include ordinance, page number, and date of revision.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4905

3

TITLE: Brief Sketch of the History of Salt Lake City

DATES: 1881.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a bound, handwritten essay (27pp) by John Jacques, entitled "A Brief Sketch of the History of Salt Lake City" discussing the early history of Salt Lake City. The history has short segments devoted to: settlement; survey; incorporation; designation as the capital; population growth; soil and water; drouths, floods, scanty harvests; destructive insects; business depression; business briskness; destructive explosions; light and waterworks; means of communication; settlements in the vicinity; and city government.

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.

Early historical sketch of the city is a valuable record.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26423

3

TITLE: Budget information files

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84361

3

TITLE: Calendar

DATES: 1923-1979.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a listing of petitions, communications, and reports to the Board of Commissioners by subject or department. Serves as an index to ordinances, petitions, resolutions and department reports. These are obsolete records replaced by the computer index. The calendar includes dates presented to commission, date and type of action taken, and any necessary remarks.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26415

3

TITLE: Campaign finance statements

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are required by Salt Lake City Ordinance 2.46 and by UCA 10-3-208. Candidates running for Salt Lake City municipal office must report their contributions and expenditures. These records document itemized contributions and expenditures made by each candidate. Included in the record is information such as date of contribution, the names and addresses of contributors and the amount of the contribution. Also included are the dates of expenditures, who it was paid to, and the amount of the expenditure.

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 for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84356

3

TITLE: Charitable and religious solicitation files

DATES: 1982-1987.

ARRANGEMENT: chronological, thereunder alphanumerical by category

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the process of obtaining a permit for religious or charitable solicitations within Salt Lake City.

These files include applications, related correspondence, and additional information regarding solicitor, which provides, the name of the solicitation, address, list of responsible individual to contact, and the purpose and motive for solicitation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 after expiration of permit and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84353

3

TITLE: Committee agenda

DATES: 1982-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a notification of meetings of the Committee of the Whole and Records Management Committee. It includes date, time, place and items to be discussed.

RETENTION:

Retain 2 years or until administrative need ends, if not part of official minutes then destroy.

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 2 years and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84354

3

TITLE: Committee minutes

DATES: 1982-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

This is a record of the proceedings of meetings of City standing committees including: Salt Sake Valley Solid Waste Management Committee, Public Utilities Advisory Committee, Tracy Aviary Advisory Board, Committee of the Whole, Records Management Committee and Restoration of the City County Building Committee. These minutes include date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84366

3

TITLE: Contracts and agreements

DATES: 1851-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is an official record of agreement or method of action between the city and one or more parties which is enforceable by law, to acquire, or incur services, products, etc. These include name, date, description of service to be rendered or terms of agreement, and authorizing signature. May also include insurance payment and performance bonds, jobs specification books, related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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: For records beginning in 1851 through 1900. Retain in Office for 20 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 20 years and then microfilm and destroy provided microfilm has passed inspection.

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84366

TITLE: Contracts and agreements

(continued)

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

APPRAISAL:

Administrative Historical Legal

This disposition is based on the use of these records as historical, legal and fiscal documentation of the activities of this agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 9870

3

TITLE: Correspondence

DATES: 1906-1915

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence to/from the recorder.

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). City Recorder

SERIES: 26419

3

TITLE: Council agenda

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder chronological by day

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files backup: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 21866

4

TITLE: Death and burial register

DATES: 1848-1933.

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents deaths and burials recorded in Salt Lake City. Entries may include the ward, name of the deceased, to whom the deceased is related, birth date and location, death date, cause of death, the name of the medical attendant, and location of burial including block and lot numbers. Most persons recorded in the book were buried in the Salt Lake City Cemetery, but entries also include persons buried "at home," at the Mount Olivet Cemetery, the Jewish and Catholic cemeteries, as well as those transferred out of state.

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 after microfilming.

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

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

APPRAISAL:

Historical

This disposition is based on the research value of these records for documenting vital records in years where this was not otherwise occurring in the state.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 21866

TITLE: Death and burial register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84363

3

TITLE: Demolitions/condemnations files

DATES: 1982-1990.

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of the proceedings against properties found to be unsafe or in hazardous condition where demolition is proposed by a board of hearing examiners (SLC Ordinance 5-11-1 thru 9). These files include tape recordings or transcribed minutes of hearings, associated correspondence, findings of fact and conclusions of law, order, order to show cause filed by city attorney recommendations to Mayor; proof of mailing, etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Sound recordings: Retain in Office for 6 months and then erase.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26412

3

TITLE: Election ballots

DATES: 1981-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

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 22 months and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26413

3

TITLE: Election canvasses

DATES: 1981-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 13.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26414

3

TITLE: Election returns

DATES: 1981-

ARRANGEMENT: Chronological by election date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

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 for 22 months and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84348

3

TITLE: Employee disclosure statements

DATES: 1981-

ARRANGEMENT: chronological, thereunder alphabetical by category

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

This is a city wide form which all employees of the Salt Lake City Corporation must fill out to disclose business activities. The form is required by City ordinance and must be updated annually. It includes name, date, position, city department employed, and business affiliation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84351

3

TITLE: Federal grants available files

DATES: 1982-1982.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of the availability of federal grants for community development such as Community Development Block Grant (CDBG); Urban Development Action Grant (UDAG); Federal Aviation Administration (FAA); Central Business District (CBD); Airport Development Aid Program (ADAP); U.S. Department of Housing and Urban Development (HUD); Environmental Protection Agency (EPA); Redevelopment Agency and the Housing Authority of Salt Lake City. These files include request forms for funds, listing city agency, project involved, both federal and city project numbers, grant accounts, city amounts for matching funds (if applicable) all pertinent information associated with each individual request, related correspondence, council motion forms, grantee performance reports, and associated documentation for specific grant.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 24459

3

TITLE: General administrative records

DATES: 2002-

ARRANGEMENT: Chronological thereunder alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administrative programs. They include such records as meeting announcements, notices of auctions and city sponsored activities, time off requests, training schedules, safety tips, requests for information, internal communication of general information, and copies of correspondence.

RETENTION:

Retain until administrative need ends

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.

Computer data files: Retain in Office for 2 years or until administrative need ends and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 24459

TITLE: General administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26425

3

TITLE: Government records access and management act access request

DATES: 1997-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

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 Office for 1 year and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 29.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26426

3

TITLE: GRAMA records appeals case files

DATES: 1997-

ARRANGEMENT: Chronological by year, thereunder numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA)(UCA 63-2-701 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Sound recordings: Retain in Office for 1 year and then erase.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26426

TITLE: GRAMA records appeals case files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 30.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 6995

3

TITLE: Grantee's index

DATES: 1901-1975.

ARRANGEMENT: Alphabetical by grantee's name

ANNUAL ACCUMULATION:

DESCRIPTION:

This index is used to access deed information within the Official Records through the use of names of grantees. The information recorded includes the entry number, book/page, date of instrument and of filing, grantee's name, kind of instrument, consideration, lot or section number, block or township number, patent or registration number, and subdivision mining, or miscellaneous description.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 permanently.

APPRAISAL:

By statute, the grantee's index is permanent and open to the public (UCA 17-21-6).

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84355

3

TITLE: Hearings record

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

This is a record of the proceedings of specific hearings requested by the public for various reasons including licensing, the denial of licenses (for business, liquor, taxi) revocation of business license, or special hearings called by the Mayor or City Council. The record includes minutes, tape recordings, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Sound recordings: Retain in Office for 1 month after approval of minutes and then erase.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84357

3

TITLE: Historical landmark files

DATES: 1982-1990.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These files record the designation of historic landmarks, sites, or districts by the Historic Landmark Committee, approved by the City Council and officially adopted by ordinance. SLC Ordinance 51-31-1 thru 14, UCA 11-18-4. This record includes a history of the building or property, documentation of decisions, legal description of property, maps of plat and ant related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1982 and continuing to the present. Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 28225

3

TITLE: Land records

DATES: 1848-1866.

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

Disposition is based on the value of these records in documenting some of the earliest land transactions to occur in Utah after 1848.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 5558

3

TITLE: Leases and contracts

DATES: 1888-1898.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Contracts documenting leases of property or equipment by the city for services or construction.

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.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 83176

3

TITLE: Letter file indexes

DATES: 1904-1919.

ARRANGEMENT: Chronological, thereunder alphabetical by department

ANNUAL ACCUMULATION:

DESCRIPTION:

These eleven volumes are indexes to letters sent and received by city departments. There is one volume per year from 1904 to 1907 and 1916 to 1919, two for 1908, and one of two volumes for the year of 1912. They contain the date; name of the writer of letter; purpose of letter, file number; and remarks. The 1919 volume also contains a few loose papers dated 1919: a statement of appropriations and expenditures; a letter; a resolution levying taxes; a claim against the city for an employee being injured on the job.

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 these records. Few of these letters have survived from this period, but the indexes provide in some detail the purpose the letters and document the issues being examined for those periods.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 83176

TITLE: Letter file indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 5548

3

TITLE: Letterbooks

DATES: 1882-1896.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Letter press copies of out going correspondence from the city recorder's office.

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). City Recorder

SERIES: 84349

3

TITLE: Liquor consent forms

DATES: 1982-1996.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of mayoral consent for package liquor stores to be located in previously established city restaurants (SLC Ordinance 20-29-5, UCA 32-1-36). This record includes a copy of the form sent to the Utah State Liquor Commission requesting consent for package liquor stores, the name and address of establishment, the names of owner(s), any related correspondence, and signature of the Mayor and the date signed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84352

1

TITLE: Mayor's report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a weekly accounting to verify action taken by the Mayor on documents requiring his approval. It consists primarily of contracts and agreements signed, but may also include revocable permits, easements, policies/procedures, and religious/charitable solicitation applications. These reports include departments involved, date approved, name and address of persons or business, type of action taken and reason for actions.

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 Office for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84360

3

TITLE: Minute indexes

DATES: 1851-1981.

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain Permanent.

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: For records beginning in 1851 through 1900. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1900 through 1981. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84360

TITLE: Minute indexes

(continued)

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 5.

Disposition is based on the administrative and historic value of these records in allowing improved access to the minutes kept for Salt Lake City Council meetings.

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3)(2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008)

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 82755

4

TITLE: Minutes

DATES: 1851-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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 Office permanently.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 82755

TITLE: Minutes

(continued)

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

Disposition is based on the historic value of these records in documenting the growth and changes of Salt Lake City from its territorial beginnings to the modern era.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26777

1

TITLE: Mutual commitment registration records

DATES: 2008-

ARRANGEMENT: Chronological by date and thereunder numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

Administrative Legal

The mutual commitment registry is created and maintained according to Salt Lake City Code, chapter 10.03 (2008).

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26418

3

TITLE: Oaths of office

DATES: 1981-

ARRANGEMENT: Chronological by calendar year

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is required by Salt Lake City Code 2.42.010. This record documents the constitutional oath of office of all elected and appointed officers, before entering upon the duties of their respective offices. Contained in this record is the signature of the elected and appointed officers, and a public notary.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26418

TITLE: Oaths of office

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4900

4

TITLE: Ordinances

DATES: i 1851-

ARRANGEMENT: Numerical by ordinance number.

ANNUAL ACCUMULATION:

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for the peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION:

Retain Permanent.

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.

Microfilm duplicate: For records beginning in 1851 through 1896. Retain in State Archives permanently.

Paper: Retain in State Archives permanently after microfilming.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4900

TITLE: Ordinances

(continued)

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

Microfiche duplicate: 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 19.

Disposition based on the historic value of these records in documenting the organization of government in Salt Lake City as well as the intrinsic value of the documents. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4910

3

TITLE: Ordinances and resolutions indexes

DATES: 1872-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Resolutions and city ordinances governing Salt Lake City are indexed by these volumes (1876-). Included in the series is a single volume scrapbook (1872-76) into which have been pasted newspaper clippings and handwritten copies of ordinances and resolutions, and newspaper copies of auditor's reports, notices, and legal decisions.

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 19.

Disposition based on the historic value of these records in documenting the history of Salt Lake City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84367

3

TITLE: Petitions

DATES: 1882-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This is a formal written document from a citizen group or city department requesting that the city approve specific requests such as an easement; street or alley vacation or closure; zoning change; parade request; return of found items; or permission to film movies. The petitions include the petition number, the date text of petition, and petitioner's signature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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: For records beginning in 1882 through 1900. Retain in Office for 3 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84369

3

TITLE: Policies and procedures

DATES: 1981-

ARRANGEMENT: Numerical by number

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is a record of the city's policies and procedures which provide information to city departments outlining responsibilities and guidelines on administrative policies, operational procedures, rules, and regulations. The policies and procedures are divided into four categories: policy, executive order, procedural order, executive or administrative memo, and special order. These include type of policy, effective date, title, description of policy, assigned number, definition purpose with appropriate signatures of approval, and an index.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 superseded and then microfilm and destroy provided microfilm has passed inspection and provided superseded pages are transferred to the Archives.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 25113

3

TITLE: Proof of publication records

DATES: 1982-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are affidavits of publication and requests from City departments for the advertisement of various services required. These are paper copies, filed by the department, then chronologically. The information in these records include the request from the department with an attachment of the wording of the advertisement, the affidavit of publication from the Newspaper Agency Corporation, or similar type of company, and a copy of the advertisement as it appeared in the newspaper ad.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

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: For records beginning in 1871 through 1892. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1970 and continuing to the present. Retain in Office for 6 years and then destroy.

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 25113

TITLE: Proof of publication records

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84368

3

TITLE: Real estate records

DATES: 1850-

ARRANGEMENT: Alphabetical by calendar year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are deeds and easements which contract the transfer of public or private property in the course of public or private property in the course of public business. These records include name, type of property transaction, date approved by mayor, legal property transaction, amount of funds involved, reasons for action, any stipulations involved, date of transaction, appropriate signatures and notarizations; associated correspondence; and map or plat of area involved.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 3 years and then microfilm and destroy provided microfilm has passed inspection and provided 1850 - 1900 deeds transferred to Archives.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84347

3

TITLE: Records index

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.60 files.

DESCRIPTION:

This is a computer index to ordinances, resolutions, contracts, agreements, council minutes, petitions, policies, deeds, easements, and all other official documents filed in the Recorder's Office. There are four separate indexes which list by name, category, department, and index number. Each index contains three calendar years of information. The index is updated daily and printouts are received monthly. This index includes name, file number, subject matter, project number, legislative history, and retention period.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

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.

Digital image: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84347

TITLE: Records index

(continued)

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 16.

This index is of significant historical and administrative value as an access key to the minutes which document the actions and decisions of the Salt Lake City Council from its beginnings.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84365

3

TITLE: Resolutions

DATES: 1872-

ARRANGEMENT: Numerical by resolution number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are formal statements of a decision or expression of opinion put before or adopted by the City Council. Included is the following information: the resolution number, the date, text of the resolution, and any authorizing signatures.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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: For records beginning in 1872 through 1900. Retain in Office for 3 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84365

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

Resolutions are official positions or statements of a municipal council and as such are of administratively and historically significant.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84362

3

TITLE: Special reports

DATES: 1908-1981.

ARRANGEMENT: Alphanumerical by category

ANNUAL ACCUMULATION:

DESCRIPTION:

These are special studies conducted by the City in connection with specific city projects or investigations. These reports include study of water usage and availability in Salt Lake City area; department performance audits; special flood hazard areas; declaration of covenants and bylaws for condominiums; architectural history of City-County Building; airport master plan studies; report and financial study of Sugarhouse Park Authority; report of the Civil Service Commission; etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1985.

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84358

3

TITLE: Unsuccessful bids (specification books)

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are specification books for projects let out for bids, where a contractor was unsuccessful in a bid attempt. These include job specification (the location, type of building, type of material necessary) and the contractor's estimate of cost to complete the project

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 Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 5559

3

TITLE: Warranty and conveyance deeds

DATES: 1872-1889.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Deeds, and related documentation (eg. court decrees) transferring real property to the city or from the city to individuals.

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.