Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Public Works. Streets and Irrigation (1091)
451 south state street
salt lake city, UT 84114
801-535-7704

Records Officer

05553 *Administrative records
83306 *Voucher register

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

SERIES: 5553 3
TITLE: Administrative records
DATES: 1876-1892.
ARRANGEMENT: Alphanumerical
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.

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

SERIES: 83306 3
TITLE: Voucher register
DATES: 1924-1932.
ARRANGEMENT: Numerical by voucher number
DESCRIPTION:

These four books record vouchers that have been issued by the Streets, Sprinking and Irrigation Department. They contain: the voucher number; vendor name; total amount; columns dividing amounts by divisions in department.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

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 4 years and then destroy.

APPRAISAL:

These volumes are obsolete and should be destroyed.