

# Retention and Classification Report

**Agency:** South Salt Lake (Utah) (1121)

South Salt Lake City Hall  
220 East Morris Ave., Ste 200  
South Salt Lake, UT 84115  
801 483-6000

**Records Officer:** Craig Burton

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**AGENCY:** South Salt Lake (Utah)

**SERIES:** 17427

3

**TITLE:** Alcohol and drug testing result files - personnel files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**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 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 10363

3

**TITLE:** Business license files

**DATES:** 1982-

**ARRANGEMENT:** Numerical there under by license number

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain 4 years after final renewal date.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 after final renewal of license and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 10363

**TITLE:** Business license files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Driver's license number, birth date, and race, and social security number

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 27285

1

**TITLE:** Code enforcement records

**DATES:** 2005-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

Code enforcement files relate to administrative hearings for citizens who receive citations for violation of city code. Information in the files includes code enforcement officers' citations, notices, reports, photographs, and other data relating to code violations.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**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 1 year after case is closed and time for appeals has expired and then destroy.

Computer data files: Retain in Office for 1 year after case is closed and time for appeals has expired and then delete.

Photographs: Retain in Office for 1 year after case is closed and time for appeals has expired and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 27285

**TITLE:** Code enforcement records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12229

3

**TITLE:** Contracts, leases, and agreements files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**RETENTION:**

Retain 4 years after last payment.

**DISPOSITION:**

Destroy.

**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 4 years after last payment and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 7.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12229

**TITLE:** Contracts, leases, and agreements files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (2a)



**AGENCY:** South Salt Lake (Utah)

**SERIES:** 17426

3

**TITLE:** Council executive session minutes

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes 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 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.

**APPRAISAL:**

This disposition is based on, Schedule 0, Item 0.

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 3165

3

**TITLE:** Expungements

**DATES:** 1980-

**ARRANGEMENT:** Numerical by number of expungement

**DESCRIPTION:**

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

**RETENTION:**

Retain 80 years or until confirmed death.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 80 years or until confirmed death and then destroy.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 3165

**TITLE:** Expungements

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Protected UCA 77-18-15(8) and 63G-2-305(9) (2008)

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12232

3

**TITLE:** Minutes

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**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 permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12232

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12231

3

**TITLE:** Ordinances

**DATES:**

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**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.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12231

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12230

3

**TITLE:** Quit claim deeds/easements files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 11.



**AGENCY:** South Salt Lake (Utah)

**SERIES:** 12230

**TITLE:** Quit claim deeds/easements files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 10151

3

**TITLE:** Remittance stubs

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number. After payment is received this information is placed on the computer.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**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 administrative need ends and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 27.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 10364

3

**TITLE:** Sexually oriented business license files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical there under by last name

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain 4 years after final renewal date.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 after final renewal of license and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 10364

**TITLE:** Sexually oriented business license files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. Name, type of license, and date applied.

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 22057

3

**TITLE:** Sexually oriented business work card file

**DATES:** 1998-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These files contain information on employees of sexually oriented businesses, bars, and taverns licensed by the city. Includes name, stage name, address, age, birth date, criminal history, employment history, fingerprints, medical information, signature, information about other occupational licenses issued, physical description, sex, telephone number, history of suspension or revocation of occupational licenses, proof of payment, and current employment information. Documents or copies of include: application, birth certificate, driver license/identification card, social security card, health statement for nude entertainers, criminal history or court action information or statement from BCI that applicant has no criminal history. Data is used to determine eligibility of applicant for a license to perform as a nude or semi-nude entertainer, bouncer, bartender, or non-performing employee. After approval of application, information is entered into a computer file.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 license is not renewed and then transfer to Agency Record Center. Retain in Agency

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 22057

**TITLE:** Sexually oriented business work card file

(continued)

Record Center for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(f)(2008)

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** South Salt Lake (Utah)

**SERIES:** 27807

3

**TITLE:** Special Assessment Records

**DATES:** 1989-

**ARRANGEMENT:** numeric by district number thereunder chronologic

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 4.

This disposition is based on the historical value of the records and the municipal general records retention schedule (12-4).

**PRIMARY CLASSIFICATION:**

Public