

Retention and Classification Report

Agency: Tooele (Utah). Community Development Department (1160)
90 North Main
Tooele, UT 84074

Records Officer

28470 *Building permit summaries
81476 Building permits

AGENCY: Tooele (Utah). Community Development Department

SERIES: 28470

3

TITLE: Building permit summaries

DATES: 1937-1978.

ARRANGEMENT: Chronological.

DESCRIPTION:

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

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 permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 3.

This series has permanent historical value as documentation of the work handled by the building inspector and of building construction in the city.

AGENCY: Tooele (Utah). Community Development Department

SERIES: 28470

TITLE: Building permit summaries

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele (Utah). Community Development Department

SERIES: 81476

3

TITLE: Building permits

DATES: 1976-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the issuance of a permit which is required for all construction within Tooele City. These files contain the permit application with the inspection report on the progress of construction with a final inspection report, related correspondence, and receipts showing the payment of all fees.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1988.

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 until microfilming and then destroy.

Microfilm master: Retain in Office permanently.

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

PRIMARY CLASSIFICATION:

Public