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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 3.

AUTHORIZED: 03/12/2014

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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 DESIGNATION:

Public