

# Retention and Classification Report

**Agency:** West Valley City (Utah). City Manager (1344)

West Valley City Hall  
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West Valley City, UT 84119  
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## Records Officer

82545 \*Emergency operations manuals  
23287 Executive orders

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 82545

4

**TITLE:** Emergency operations manuals

**DATES:** i 1980-1986.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These manuals contain information on all city emergency plans and procedures. They are used for preparation purposes and in the event of a local disaster. The manuals are closely reviewed and are updated on a regular basis. Included in these manuals are basic emergency plan; specific plans for earthquakes and floods; radio call numbers; information on federal disaster assistance programs; names and phone numbers of emergency teams.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**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 after being microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1986 through 1986. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 82545

**TITLE:** Emergency operations manuals

(continued)

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs of the city. These manuals are viewed as one of the city's most vital records.

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 23287

4

**TITLE:** Executive orders

**DATES:** 1984-

**ARRANGEMENT:** Numerical by consecutive executive order number

**DESCRIPTION:**

This series is made up of executive orders issued by the city manager and/or assistant city manager of West Valley City. Executive orders are official documents through which the executive officer administers the operations of the municipal government. The city manager is empowered by the West Valley City Municipal Code to "prescribe such rules and regulations by executive order as the city manager may deem necessary or expedient for the conduct of all departments, divisions, and offices; and revoke, suspend, or amend any rule or regulation by whomever prescribed." These documents were compiled and maintained by the city 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: For records beginning in 1984 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the administrative, legal, and historical value of the executive orders.

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 23287

**TITLE:** Executive orders

(continued)

**RETENTION JUSTIFICATION:**

**PRIMARY CLASSIFICATION:**

Public