

Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Administrative Services.
Facility Services (1406)

, UT

Records Officer

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|-------|--------------------------------|
| 82701 | Boiler room operating log |
| 82712 | Maintenance work orders |
| 82711 | Operating manuals and drawings |
| 82713 | Requisition log |

AGENCY: Salt Lake City (Utah). Department of Administrative Services. Facility Services

SERIES: 82701

3

TITLE: Boiler room operating log

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are logs used to monitor the 24-hour operation of the boiler room and maintenance of heating and air conditioning equipment for the Metropolitan Hall of Justice complex, Third District and Fifth Circuit Courts Buildings, jail, and city side of City/County Building. These logs include chemical treatment for heating boilers and air conditioning, security checks, various maintenance in all buildings, and various equipment turned on or off. The logs also list the occurrence of special events and contains the back-up test results from outside consultants on large boilers.

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 4 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Department of Administrative Services. Facility Services

SERIES: 82712

3

TITLE: Maintenance work orders

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are forms received from other city departments requesting some type of equipment repair or service in addition to regular maintenance work. These forms include name of person requesting, date, type of service or repairs needed, location, to whom the job is assigned, and work done or equipment provided.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 for 2 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Department of Administrative Services. Facility Services

SERIES: 82711

3

TITLE: Operating manuals and drawings

DATES: 1986-

ARRANGEMENT: alphabetical by category

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These are the operational manuals for the Municipal Hall of Justice complex. They are used for general information on heating and air conditioning and for ordering new parts or equipment. These manuals include, drawings of elevator equipment, heating and air conditioning equipment.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 until changes occur or manuals replaced and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Department of Administrative Services. Facility Services

SERIES: 82713

3

TITLE: Requisition log

DATES: 1983-

ARRANGEMENT: Numerical by assigned number, thereunder chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are logs listing all purchases made for Facility Services and the Impound Lot. They are used for budget and audit purposes. These logs include date purchased, assigned number, vendor, person who authorized purchase, items ordered, person requesting purchase, computer entry date, and amount.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

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 for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the administrative needs expressed by the division.