

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Contracts and Construction (1559)  
1530 South West Temple  
Salt Lake City, UT 84114-5528

## Records Officer

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**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8814

3

**TITLE:** Agreements and index files

**DATES:** 1875-2015.

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These files contain water agreements and appropriate indexes for all irrigation and culinary rights. They serve as a record of contracts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

This retention is based upon the general retention schedule for municipal offices. Agreements are important historically valuable records for determining water rights and for researching water history.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8811

3

**TITLE:** Annual reports

**DATES:** 1925-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an annual statistical report of all functions performed by the Public Utilities Department. They are used for informational and historical purposes. This report includes budget, financial statement, hydrants and meters installed.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

This retention is based upon the general retention schedule for municipal offices.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8809

3

**TITLE:** Claim files

**DATES:** 1970-2015.

**ARRANGEMENT:** Alphabetical by name in calendar year

**DESCRIPTION:**

These files document research undertaken for litigation purposes for any type of claim that could arise from the water department (such as flooding). They are used to provide informational use until litigation is resolved. These files include pictures, work orders, court documentation, address of claim, and claimant's name.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after final resolution and then destroy.

**APPRAISAL:**

This retention is based upon the administrative needs of the division and the six year statute of limitations period (UCA 78-2-24).

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8812

3

**TITLE:** Meter location cards

**DATES:** 1900-2015.

**ARRANGEMENT:** Alphanumerical by address

**DESCRIPTION:**

These cards contain information about all water meter service accounts (including new installations, removals, changes in service or maintenance performed). They are used to locate meters for purposes of maintenance, changes, and any problems. These cards include address, work order number, size of meter, contractor, owner, plumber, and date installed.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

This retention is based upon the administrative needs expressed by the division to provide a history of service and maintenance of water meters at specific addresses.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8805

3

**TITLE:** Monthly meter installation reports

**DATES:** 1951-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These monthly reports record the installation of water meters. They are used to keep track of the number of meters in the system for inventory purposes. These reports include total meters in system, size, make, area installed, date of installation, and work order number.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This retention is based upon the administrative needs expressed by the division. These monthly reports are only needed to create the annual report and should be destroyed after one year.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8815

3

**TITLE:** Pipe laid annually report

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These annual reports document pipe laid or abandoned in the city water system areas. They are used to compile the annual report and for budget and inventory purposes. These reports include extension number, location, type of pipe, size, length, and whether valves or hydrants.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This retention is based upon the administrative needs expressed by the division. This report is used in compiling annual report and no value after the annual report is published.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8816

3

**TITLE:** Public utilities videotapes

**DATES:** 1984-2015.

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These videotapes document programs of the Public Utilities Department such as: pipeline installations; illegal activities by consumers; before and after pictures; and training films for water and sewer facility installations. They are used for litigation purposes; to determine responsibility for damage; and to train new employees.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after project is completed or litigation claim resolved and then destroy.

**APPRAISAL:**

This retention is based upon administrative needs of the division and the six year statute of limitations period UCA 78-12-23.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8810

3

**TITLE:** Pump stations, wells, and reservoirs project files

**DATES:** 1899-2015.

**ARRANGEMENT:** Alphanumerical by address

**DESCRIPTION:**

These project files document the installation of pump stations, wells, and reservoirs. They are used to reference the construction projects in the city system. These files include copies of contracts; correspondence; work orders; plans; copies of insurance policies; bonds and payments to contractors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

This retention is based upon the administrative and research needs of the division. These files are viewed as very important in the research of water supply in the Salt Lake Valley and for future project planning.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8807

3

**TITLE:** State and county project files

**DATES:** 1950-2015.

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These project files document state and county projects in Salt Lake City. These projects include curb and gutter; the widening of streets; asphaltting; water mains; and sewer mains or storm drain installations on roads maintained by the State of Utah or Salt Lake County where city water facilities are involved. They are used to keep a record of all state and county projects for maintenance purposes and ownership information. These files include work orders, bid abstracts, plans, estimates, billing information and related correspondence.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of project and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This retention is based upon the administrative needs expressed by the division and the historical and research needs.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8808

3

**TITLE:** Water and sewer main installation project files

**DATES:** 1950-2015.

**ARRANGEMENT:** Alphanumerical by project number

**DESCRIPTION:**

These project files document the installation of water and sewer mains on city streets. They are used to keep a record of all city projects for maintenance purposes and ownership information. These files include copies of contracts (consulting engineer, aid to construction, contractor), correspondence, work orders, modification, plans, copies of insurance policies, bonds, rights of way, easements, sale of property, demolitions, bidding documents, payment letters, and specification books.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after warranty period has lapsed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

Administrative

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

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8813

3

**TITLE:** Water stock certificate index

**DATES:** 1920-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an index to all water stock purchases, assessments, and certificates. It is used for location purposes and for recording assessments. This index includes certificate number and name of persons stock was received from.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

This retention is based upon the administrative needs expressed by the division to research water stock purchases.

**AGENCY:** Salt Lake City (Utah). Contracts and Construction

**SERIES:** 8806

3

**TITLE:** Water stock purchase files

**DATES:** 1920-2015.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files document the purchase of water stock. The city purchases shares from irrigation companies and individuals. Each year the city is billed for the assessment of water stock. These files are used to verify purchase of stock and for yearly assessment information. These files include actual stock certificates, documentation of culinary water rights purchased by city, number of shares and certificate numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after microfilm.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Since the water stock is a permanent purchase, these files must be kept permanently as evidence of purchase. These files are seen as essential to the operation of the division. Stock is sold in accordance with UCA 73-1-19. These files are only microfilmed for security purposes. They are seen as essential for the documentation of city water rights.