

Retention and Classification Report

Agency: Salt Lake City (Utah). Water and Sewer (1562)

1530 South West Temple
Salt Lake City, UT 84114-5528

Records Officer

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AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8825

3

TITLE: New construction drawings

DATES: 1960-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These drawings are by private consulting firms of new developments (curb and gutter, subdivisions, shopping centers, etc.) requiring water and sewer extensions. They are used in the construction process and later for reference purposes. These drawings include construction of curb and gutter, subdivisions, and shopping center.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 10 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau. These drawings are only needed during the construction period and for a reference of ten years.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8821

3

TITLE: Reference drawings

DATES: 1884-

ARRANGEMENT: Alphanumerical by assigned number

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These are engineering drawings of canals, water surveys, property ownership, water and sewer extensions, and right of way maps. They are used for reference purposes. These drawings include subdivision plats, area reference plats, annexations, street dedications, water surveys.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 State Archives permanently with authority to weed.

APPRAISAL:

These drawings are seen as essential to the operation of the division and are only microfilmed for security purposes.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8822

3

TITLE: Reference drawings index

DATES: 1987-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This is an index to the Reference Drawings. It is used for reference purposes in locating a particular drawing. This index includes subject, name of subdivision, area reference number, name of annexations, street dedications, and water surveys.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8824

3

TITLE: Water and sewer construction drawings

DATES: 1955-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These drawings illustrate all water and sewer main extensions. They are used by contractors to construct projects, and for reference and informational purposes. The types drawings include proposed and "as-built" drawings of water and sewer main extensions and some topographical maps.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau of Engineering. These drawings are only needed during the construction period and for a reference period of ten years.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8823

3

TITLE: Water and sewer surveyor's field notes

DATES: 1910-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These notes are the original field surveys for water and sewer installations. They are used as a basis for all maps. These notes include location, elevations, and related information on field locations (house, large tree, curb and gutter, or anything that could help surveyor).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau. These field notes are extremely valuable in the creation of maps and sometimes for historical research.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8819

3

TITLE: Water main chart index

DATES: 1986-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These alpha-numeric maps serve an indices to the location of one hundred water main charts. They are used for reference purposes. The index is updated annually as system expands. This index includes map of Salt Lake City water system showing street names and water main sizes.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

This index is critical to the city's water supply and is microfilmed only for security purposes. This record is probably one of the most vital of the city's records. The retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Water and Sewer

SERIES: 8820

3

TITLE: Water main charts

DATES: 1950-

ARRANGEMENT: Alphanumerical by assigned area number

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

These charts show the location of watermains, valves, hydrants, and water services to property owners in a given area. They are used to locate services when necessary. These charts include water mains, valves, hydrants, and individual water services to homes and businesses.

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