

Retention and Classification Report

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

Records Officer

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AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8857

3

TITLE: After hours security log

DATES: 1979-2015.

ARRANGEMENT: Numerical by ticket number

DESCRIPTION:

This log records the names of person entering offices after regular hours. It is kept for security purposes. This log includes name of persons entering offices after hours, time of arrival and departure, authorization, and reasons for entering.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This retention is based upon the administrative need expressed by the Bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8845

3

TITLE: Applications for water supply

DATES: 1930-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These application cards are filled out by customers to request water service. They are used for billing purposes. These cards include customer name, mailing address, meter information, date of application for service, signature of applicant, and whether customer is in a special service exchange area.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after customer's final billing date and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 3 years and then destroy.

APPRAISAL:

The bureau is in the process of replacing these applications and would like to maintain administratively for a total of six years after final billing date. In one year, the retention will be reviewed.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8873

3

TITLE: Backflow prevention device lists

DATES: 1970-2015.

ARRANGEMENT: Numerical by serial number

DESCRIPTION:

These listings consists of several indexes to all backflow prevention devices in the city and county areas. They are used as a guide to BPDs within the city system. These lists include classification type, file number, brand, size, and serial number.

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 bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8868

3

TITLE: Backflow prevention device test and maintenance report cards

DATES: 1970-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

These cards contain information taken on all BPDs to provide a history of each device. They are necessary for repair or replacement information. These cards include dates of completion and explanation of maintenance work or parts repair work.

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 bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8867

3

TITLE: Backflow prevention device test reports

DATES: 1970.

ARRANGEMENT: Chronological by date, thereunder numerical by assigned number

DESCRIPTION:

These tests report the results obtained from testing backflow preventers as required by the procedures of the University of Southern California, Foundation of Cross Connection Control and Hydraulic Research Laboratory. These devices are installed in drinking water systems cross connections to ensure pollutants do not contaminate water systems. The results are maintained for repair or replacement purposes. These reports include maintenance, work performed, parts replaced, and repairs made.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8864

3

TITLE: Bacteriologic quality analyses files

DATES: 1955-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These forms records tests made by the Salt Lake City-County Health Department to verify whether or not city's water system is in compliance with state regulations for drinking water standards. Samples are taken from various points within the distribution system and sources of supply (raw or processed) for bacteriological tests. These files include location, date of collection (twice weekly), name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of analysis.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the Bureau. The State Health Department receives copies of these test forms. Their copy has been scheduled for ten years for microbiological and turbidity tests, and 40 years for the analyses other than microbiological contaminants or turbidity tests.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8856

3

TITLE: Barricade records

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These records monitor barricade use. They are used to verify that appropriate public warnings and safeguards were undertaken for repair projects. These records include address, type of barricade on job site location, amount of barricades being used, time set, and by whom.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the Bureau and the statute of limitations provisions of UCA 78-12-25.5.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8887

3

TITLE: Big Cottonwood Canyon dog permits

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by name of owner

DESCRIPTION:

These permits applications are issued to owners of dogs in Big Cottonwood Canyon. Salt Lake City Ordinance (49-3-22.1) requires permits to be issued to dog owners in the Big Cottonwood watershed area. Copies of the permits are sent to the City-County Health Department. Information from these permits include amount of money received, name, address and telephone number of applicant, kind and number of animals, signature of applicant, signature of City/County Health Department representative if approved and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8879

3

TITLE: Chemical jar test reports

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These forms record results of chemical tests performed on water samples at various intervals. They are used to determine water quality as required by UCA 26-12-1 thru 12. These reports include date, chemicals used and amounts, and results of tests.

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 of the three treatment plants. These reports are used to compile the daily operations log.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8865

3

TITLE: Chemical/radiological analyses

DATES: 1955-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These forms record tests made by the Salt Lake City-County Health Department to verify whether the city's water system is in compliance with state regulations for water drinking water. Samples are taken from various sampling points within the distribution system and sources of supply (raw or processed) for chemical and radiological tests. These forms include location; date of collection; name of person taking sample; type of sample taken; date of analysis; name of lab; person responsible for performing analysis; analytical method used and results of analysis.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau's staff. The State Health Department receives a copy of the test report. It has been scheduled for 20 years to build a compliance history.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8882

3

TITLE: Climatological observations reports

DATES: 1930-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log records daily observations from the federal weather station at Brighton. They are used in compiling the daily operation log sent to the state, city, and federal agencies. It includes location of station, month, times of temperature and precipitation, checks, maximum and minimum daily air temperature, type and amounts of precipitation, listing of other weather occurrences such as fog, sleet, glaze, thunder, hail, or damaging wind, and accompanying remarks.

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 plants. It is needed only for the purpose of compiling the daily operations log.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8846

3

TITLE: Co-signature files

DATES: 1932-2015.

ARRANGEMENT: Numerical by account number

DESCRIPTION:

These files were established for property owners who have tenants pay water bills. The owner must co-sign to be held responsible for charges that tenants refuse to pay. They are used to determine accountability for billing purposes. These files include owner's signature, mailing address, social security number, driver's license number, date of birth, date signed, service address, account number, meter number, size, model, date installed, date taken out of service, work order number and billing code.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after sale of property and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau for a three year audit period.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8866

3

TITLE: Cross connection control survey files

DATES: 1937-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These files regularly monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with laws, to schedule surveys, to make reports, etc. These files include correspondence, phone notes, survey phones, and reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau staff. These files appear to be the oldest water quality monitoring records in the State of Utah. They should be maintained permanently for the purpose of providing a history of water quality. These files illustrate the changes in policies and procedures of monitoring water quality in Utah's largest city.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8872

3

TITLE: Cross connection training slides and index

DATES: 1967-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

These slides show cross connections and Backflow Prevention Devices (BPD) and includes a numerical index. They are used in the training groups of engineers, plumbers, and sanitarians. This index includes slides showing an overview of how a cross connection could occur, BPD information, and problem areas in various locations.

RETENTION:

Retain until obsolete

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Slides: Retain in Office until replaced or updated and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau. Slides are replaced as new information is received.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 3953

3

TITLE: Daily filter log

DATES: 1961-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log consists of daily instrument table information regarding water filter operations. It is used to monitor the performance of filters to determine water quality. The log includes date, filter number, hour of occurrence, type of occurrence such as loss of head (filter becoming clogged), backwash water, rate of flow, if filter is draining, and total water used. The log also shows the average loss of head, number of filters in operation and number washed, average filter run, shift totals, and total plant flow.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the record's primary evidential value to the agency to determine filter requirements. It is required under the provisions of the Utah Clean Water Act (UCA 26-12-11 (1989)) and local ordinances.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8880

3

TITLE: Daily flow and chemical report

DATES: 1930-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly reports record the daily activities of the Big Cottonwood Canyon Water Treatment Plant. This information is phoned in daily to the city water statistician. These reports include name of stream; date; flow measurements in cubic feet per second; types and amounts of chemicals used in a twenty four hour period; power used per day; and weather conditions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These reports seem to be the oldest of any water treatment plant in Utah and therefore provide a historical view of water quality in the Salt Lake Valley. This retention is based upon the research and administrative needs of the treatment plant.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8881

3

TITLE: Daily operational log

DATES: 1955-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is a record of daily information pertinent to plant operation. It is required by the Environmental Protection Agency (EPA), UCA 26-12-1 thru 12, County Flow Control, and Salt Lake City Ordinance. The information is reported monthly in the Operational Report. This log includes rate of flow; chemical inventories; chemicals used; chlorine residual testing results; turbidity amounts in water; water and air temperatures; and weather reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This log is required by 40 CFR 130.4 without setting a specific retention period. The monthly report is submitted to the State Department of Health and is retained by the agency for 5 years. The treatment plants use the log regularly for research and historical purposes to review previous actions and to plan for the future.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8861

3

TITLE: Daily pump station and well report

DATES: 1979-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are a daily summary of the monitoring of all water sources in the city water system. They are used to determine the amount of water used and the cost of pumping. These reports include the time pumps or wells are started and stopped, hours run, power used, and amount of water pumped.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based on the administrative need expressed by the Bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8907

3

TITLE: Daily stream flow report

DATES: 1983-1984.

ARRANGEMENT: Chronological

DESCRIPTION:

This report consists of daily stream flows during the spring runoff in flood years 1983-1984. The 5:00 a.m. readings, daily average, and peak flows of the six major streams entering the Salt Lake Valley are recorded to inform County Flood Control, city streets department engineers, and irrigation and canal representatives, of hazardous flow amounts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 35 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This retention is based on the administrative needs of the bureau. They also have an important historical significance since they provide a record of stream flows during the floods of 1983-1984.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8885

3

TITLE: Discharge monitoring report

DATES: 1975-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These quarterly reports show the average monthly composites of quantity of discharges, total suspended solids, dissolved aluminum, chlorine residuals, and pH concentration of acidity. They are required by state and federal regulations. A copy is sent to the State Water Pollution Control and to the Environmental Protection Agency (EPA).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This record is required by 40 CFR 122.41. The retention period for the permittee is 3 years (40 CFR 122.41(j2)). The state maintains its copy for five years.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8851

3

TITLE: Distribution crew report

DATES: 1974-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports document response to customer complaints concerning problems with meters, water pressure, or water quality. One copy is used as a working copy for the crew to do work. The second is bound and becomes a log for the bureau to research. These reports include address, name of person requesting call, phone number for follow up, name of person receiving call, date of call, nature of problem, name of person handling complaint, and suggestions to remedy the problem.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

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

APPRAISAL:

The bureau has determined the crew's copy only needs to be maintained for two years for verification purposes. The second copy is used extensively for reference and is needed for a ten year period to provide a historical perspective to responses to customers' complaints for budget and other planning purposes.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8877

3

TITLE: Effluent recorder charts

DATES: 1955-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These charts record amounts of water entering and leaving for a twenty-four hour monitoring period. They are used to create operational reports and for predicting future trends. They include date; turbidity; in parts per million (ppm); rate of flow for influent (coming in) and effluent (leaving) water; and reservoir level of Mountain Dell.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This retention is based on the administrative needs of the water plants for three years reference period.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8854

3

TITLE: Emergency crew report

DATES: 1978-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These reports record the bureau's response to emergency problems in the city water system. They are used to verify that a response was made. These reports include name of person calling; address; name of person receiving call; nature of problem; phone number; date; time; and resolution of problem.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative need expressed by the Bureau and the statute of limitation requirements expressed in UCA 78-12-25.5.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8876

3

TITLE: Equipment maintenance files

DATES: 1965-2015.

ARRANGEMENT: Numerical by equipment area number

DESCRIPTION:

These files contain daily, weekly, monthly, quarterly, semi-annual, and annual maintenance and lubrication checks made on all equipment in the water treatment plants. They are used to show maintenance checks were made and compliance standards met. These files include date checked, type of equipment, and existing problems, date unit corrected and type of work done, and replacement date (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs expressed by the individual treatment plants. These reports are used to determine the efficiency of the operation of the plant.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8895

3

TITLE: Field engineer report

DATES: 1974-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports consist of records from gauge stations located in streams and lakes to assist in recording total stream flow. Stilling wells are equipped with a recorder and recorder charts to record flows on an hourly basis for a weekly period from: Millcreek, Parleys, Cottonwood, City Creek Emigration Tunnel, Upper and Lower Boundary Springs, Lambs Fork Creek, and Dell Fork Creek. The twenty-four hour gauge height flow is then averaged for the day and recorded on these sheets. They also record water stored or released from Twin Lakes and Lake Mary. The report is used with water treatment figures to give the total flow of streams.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based upon the administrative need of the bureau. This report is used to compile department's annual report.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8906

3

TITLE: Field engineer's general information files

DATES: 1900-2015.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain a general category of information used by the field engineer. They are used for litigation purposes. These files include maps, graphs, recorder charts, special studies shoeing the location of irrigation ditches, well locations, right of way, disposition, and court records of law suits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 85 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based on the administrative needs expressed by the bureau. These files are seen as a treasure trove of information. The field engineer indicated they have saved the city numerous times in court cases.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8891

3

TITLE: Fire fighting agreement files

DATES: 1975-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consist of inter-agency fire fighting agreements between the U.S. Forest Service, the Utah State Fire Control, and individual fire fighters. They are used for verification that provisions of contracts are being met.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based on the administrative need expressed by the Bureau and the provisions of the statute of limitations in UCA 78-12-25 (4 years).

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8860

3

TITLE: Fire flow tests reports

DATES: 1979-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These reports record the results of tests required by the Fire Underwriters Association to determine the gallons per minute of water available at each fire hydrant in the city water system. They are used to record static pressure at hydrant, pressure drop with hydrant open, and to determine flow of water available for construction. These reports include area, date, car number, name of person conducting test, location of hydrant, and test results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the administrative need expressed by the Bureau and the opinion of the city attorney.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8896

3

TITLE: Hydrologist's field notes

DATES: 1900-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the hydrologists' field notes from gauge stations on Millcreek, Parleys Creek, Little Cottonwood Creek, City Creek, Emigration Tunnel, Twin Lake, Lake Mary, Upper and Lower Boundary Springs, Lambs Fork Creek, and Dell Fork Creek. They are used with water treatment plant figures to give total flow of streams to create the field engineer reports. These notes include temperature of water, current metering flows, condition of stream, turbidity of stream and shifts on streams caused by debris during spring run off, are established and recorded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs of the bureau. These files are used regularly for court cases and separate engineering projects. Bureau staff explained it was not unusual to use files for over forty years.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 3945

3

TITLE: Investigative case files

DATES: 1974-2015.

ARRANGEMENT: Chronological, thereunder numerical by account number
DESCRIPTION:

These files document investigations undertaken by the bureau in response to high water meter readings on customer bills. Investigations are required in order to determine whether meter readings were erroneous or caused by leaks or possible service breaks. The files contain a form which includes the account number, customer name, name of employee requesting name, service address, mailing address, meter information, billing history, payment history, consumption history, meter reading information, share information, and indication of problem.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the records primary value to the agency as expressed by the department director and the city attorney.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8862

3

TITLE: Irrigation ditch company flow files

DATES: 1965-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms reporting the daily water amounts delivered to various irrigation companies with whom the city has exchange agreements. The daily amounts are totalled monthly and annually. They are used for litigation purposes and to verify amounts delivered. Reports are used to verify whether agreements were followed correctly if not, water can revert back to the irrigation companies. These forms include name of company, date, amount of water delivered, and amount required.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

This retention is based upon the administrative need of the bureau. It was explained that some irrigation companies are anxious to break agreements with Salt Lake City to sell water for higher rates to other municipalities. These reports are essential to guarantee city's water supply by documenting provisions of agreements were met. They are microfilmed only for security reasons.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8894

3

TITLE: Little Cottonwood entitlements reports

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports record the daily flows from Little Cottonwood Creek to establish amounts of water to which users are entitled according to the Morse Decree of April 1914. The total stream flow is used to establish monthly entitlements and water rights for: Sandy City, Midvale, Taylorsville/Bennion, Sandy Ditch, Sandy Wells, Union and Jordan, Cahoon and Maxfield, Walker and Tanner Ditches, and Salt Lake City primary rights. These reports include daily flows of Little Cottonwood Creek, monthly entitlements and water rights by government entity and irrigation company.

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 5 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 of the bureau. These reports are important to verify that the waters of Little Cottonwood Creek were distributed according to the Morse Decree.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8848

3

TITLE: Maintenance work orders

DATES: 1979-2015.

ARRANGEMENT: Numerical by assigned category number

DESCRIPTION:

These work orders record complaints or requests for repairs received from the public or other city departments. They are used for budget preparation, and inventory and billing purposes. These work orders include location, repairs made, inventory information, total cost, name of employee making repairs, name of foreman, and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

The bureau has indicated these work orders need to be kept administratively for five years, initially for billing and inventory purposes, but also for budget planning. They provide information the types and number of repairs in the system.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8849

3

TITLE: Maintenance work orders summary report

DATES: 1978-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly reports provide a summary of daily work accomplished in all areas included in city water and sewer system. They are used for budget purposes. These reports include breakdown of labor, material and equipment costs for monthly work orders.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These reports provide a history of repairs within the system. The bureau had indicated they need to be kept for 10 years to determine trends for budget preparation.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8844

3

TITLE: Meter books

DATES: 1960-2015.

ARRANGEMENT: Numerical by book number

DESCRIPTION:

These books record the readings of customers' water and sewer meters by division's employees. They are used for water and sewer billings. Information from these books includes name of employee reading meter; meter location; service address; name; meter size; model number; meter readings; date read; account number; if shares are owned; billing code; if city or county billings; if sewer charges apply; final reading; reasons for turn off; if meter has to be pulled or reinstalled; and meter charges.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

The bureau believes the general retention schedule period of 3 years is inadequate for their administrative need. These books are used for reference purposes. They want to maintain them for ten years until bankruptcies are settled.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8871

3

TITLE: Meter cross connection list

DATES: 1974-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

This list records the location of problems that have occurred when two or more meters are inter-connected. They are used for monitoring frequency of problems and to eliminate existing problems. This list includes locations of where two or more meters are interconnected and where problems exist.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until interconnections are eliminated and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8853

3

TITLE: Meter location cards

DATES: 1890-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These cards list every service location in the city water system by address or location of service. They are used to locate service locations for maintenance or repair. The cards are updated daily. These cards include address or location of service, maintenance update information, date of work, meter size, location tapped, date installed, and new services.

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:

The file is used constantly and is updated daily. The bureau has determined this file should be kept permanently.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8899

3

TITLE: Metropolitan water district billing

DATES: 1974-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These billings verify Deer Creek Reservoir water purchased from the Metropolitan Water District by the Salt Lake County Conservancy District. They are used also to record the history of Little and Big Cottonwood treated water. Information from these billings include water delivered, metered flow, deductions, net water, and cost of net water used by Metropolitan District.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative need of the bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8883

3

TITLE: Mountain Dell Dam leakage survey reports

DATES: 1964-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These survey forms record the results of weekly manual checks of reservoir water leakage at the Mountain Dell Reservoir. They are used to verify safety checks were made. The reports include date, gallons per minute of leakage, reservoir gauge height, and remarks. The files may also contain graphs, charts, and photos.

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 on the administrative and legal needs expressed by the bureau. The city attorney has determined it is essential to verify that safety checks were regularly made.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8878

3

TITLE: Operation statistical binders

DATES: 1955-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These binders contain graphs and statistical information on the operation of the Parley's Water Treatment Plant. They are used for comparisons for plant operation and reservoir control. They include turbidities; filters; chemicals used; reservoir algae; bypass information; run off data; sludge collection; and chemical experiments.

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 of the agency. These binders are used for historical purposes and for future planning.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8847

3

TITLE: Partnership and corporation acknowledgment files

DATES: 1979-2015.

ARRANGEMENT: Numerical by account number

DESCRIPTION:

These forms are signed by the president or vice president of a partnership or corporation acknowledging that they will be responsible for payment of water bills in case of the dissolution of the corporation or partnership. They are used to determine accountability for water billing. These forms include company name, signature and title of responsible party, mailing address, driver's license number, social security number, date of birth, date signed, service address and account number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final meter reading and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau for a three year audit and reference period.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8900

3

TITLE: Population estimates files

DATES: 1961-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain information to determine daily average consumption per capita. They are used by engineers laying pipeline for subdivision and are kept as a courtesy to the public, and help to substantiate support of beneficial use of and acquisition of water rights. These files include new and old sewer hookups (residential, commercial), population (estimate of 3.4 persons per household), and number of gallons of water used per day, per person, per capita.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative need expressed by the bureau. This information is very important for projecting future water needs.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8897

3

TITLE: Recorder charts

DATES: 1924-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These charts are taken from recorder stations in streams or wells for weekly or yearly periods. They are used for litigation purposes. These charts include water flow according to gauge height, or level of aquifer in well, weekly and yearly.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This retention is based on the administrative needs of the bureau. In court cases, the actual original document is frequently called upon to verify a stream flow. This retention allows for the six year statute of limitations period (UCA 78-12-24). Recorder charts may be very useful in determining actual water flows for historical research but are very technical to read.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8874

3

TITLE: Reduced pressure backflow prevention device comparison files

DATES: 1977-2015.

ARRANGEMENT: Alphabetical by category

DESCRIPTION:

These files summarize the reliability of different brands, models, sizes or reduced pressure BPDs based on initial and annual test results for each year of service. They are used for selection purposes in the purchase of future BPDs. These files include number of tests passed/failed to determine percentages since device was installed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau. A ten year period provides adequate information on the performance of devices.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8870

3

TITLE: Sewer flush disconnection list

DATES: 1974-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

This list contains information on the flushing of the sewer system where a water line has been disconnected. It is used to verify work was completed. This list includes location, work order number, supplement number and file number, date started and date completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

This retention is based on the administrative needs expressed by the bureau. This period allows them to create a history of sewer flushes within the system.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8902

3

TITLE: Snow survey data files

DATES: 1922-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consists of surveyor's field notes with results of monthly snow surveys and water content data plotted on graphs. Visits are made to all snow courses (designated areas established for many years by the federal government to record amounts of snowfall) either monthly or semi-monthly from December through July. They are used with data from previous years to make future predictions. These files include water content, snow depth, density, and percentage of normal.

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 on the administrative needs expressed by the bureau to provide as much data as possible to predict necessary water needs.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8903

3

TITLE: Stream flow record books

DATES: 1898-2015.

ARRANGEMENT: Alphabetical by stream, thereunder chronological

DESCRIPTION:

These books record stream flows for all streams (City Creek, Emigration, Big and Little Cottonwood, Millcreek, Parleys) in city system. A separate book is maintained for each stream. They are used to project future stream flows. Information from these books include water stream data recorded with field notes when events took place such as maintenance of stream (cleaning of debris or other obstructions which affect stream flow).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 85 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs of the bureau. It is essential to have as much information as possible to project city's water supply.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8850

3

TITLE: Supply inventory records cards

DATES: 1986-2015.

ARRANGEMENT: Alphabetical by item name and category

DESCRIPTION:

These cards record information on each specific inventory items. They are used for billing purposes on all work orders. These cards include size and description of an item, amount in stock, frequency of use, requisition order number, and previous purchase price.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

The bureau has determined these cards need to be maintained administratively for a five year period for budget planning purposes.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8893

3

TITLE: Total stream discharge records

DATES: 1900-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This monthly report of daily averages show total stream discharges in cubic feet per second from the six major streams in the Salt Lake valley: City Creek, Emigration, Parleys, Millcreek, Big and Little Cottonwood. They are used for information and litigation purposes for engineers and government agencies and to assist in the prediction of future flows and peak demand. These records include date, name of creek, and daily averages of total stream discharges in cubic feet per second.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years after being 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 need of the bureau. It is deemed critical to the bureau to have as complete information as possible on the valley's water supply. It will also be very useful to researchers studying the streams of the Salt Lake valley.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8855

3

TITLE: Valve operating record files

DATES: 1978-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms completed to monitor the time water valves are opened and closed. They are used to verify purposes that valves have been reopened after being shut down. These forms include valve location, date, time, crew involved, and reason for opening or closing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This retention is based upon the administrative need expressed by the Bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8859

3

TITLE: Valve records

DATES: 1981-2015.

ARRANGEMENT: Numerical by assigned number on map

DESCRIPTION:

These are forms containing information on all valves in the city water system which are required to be exercised (opened and closed) annually. They are used to help determine insurance rates for Salt Lake City. These forms include map assigned valve number, location, and information such as size, type of box, and number of turns to open and close.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the administrative need expressed by the Bureau and the opinion of the city attorney.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8904

3

TITLE: Wasatch Lawn Cemetery water entitlement

DATES: 1938-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consist of verification of meter readings of water used by the Wasatch Lawn Cemetery. They are used to determine whether amounts are within their water rights entitlement based on total stream flow of Millcreek and for billing of excess water. This record is only created in drought years. These files include date, amount of water flow, amount of water used in relationship to amount entitled.

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 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This record is based upon the administrative needs of the department. It is used to predict water needs during drought periods.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8892

3

TITLE: Water consumption case files

DATES: 1931-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These case files consist of two separate records containing monthly statistics of daily water consumption. They are used for information and litigation purposes and to assist in predicting future flows and peak demands. These files include water consumption in million gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs, along with precipitation.

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 35 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based on the administrative need expressed by the bureau. The Bureau finds that the more information available on water usage and supply, the better the prediction of future water needs. These files are essential for researching water consumption in the Salt Lake Valley for over fifty year period.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8852

3

TITLE: Water meter flow test reports

DATES: 1979-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

These reports show results of flow tests necessitated by the Distribution Crew Report. They are used to pinpoint water problem for resolution. These reports include date, location, time of test, type and size of meter, owner's name, person making test, discharge capacity of meter and recommendations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

The bureau has determined administratively these reports should be maintained for a four year period for comparison purposes to determine patterns in problems areas and for reference purposes.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8901

3

TITLE: Water rights and decree files

DATES: 1890-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain information on water users claims, change application for water rights on all surface and groundwater supplies, and water agreements for water in the Salt Lake Valley that the city has claimed. They are necessary for litigation purposes (SLC Ordinance 73-4-11). These files include location, description, use of water, and legal and binding water rights for individuals, cities, and corporations.

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 after being microfilmed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative need expressed by the bureau, Salt Lake City Ordinance (73-4-11) and state law (UCA 73-1-4). These files are essential to the operation of the bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8886

3

TITLE: Water supply photographs

DATES: 1951-2015.

ARRANGEMENT: Numerical by category

DESCRIPTION:

These photographs document the specific functions of the water department operations such as problems at the watershed, reservoirs, conduits, pump plants, treatment plants, distribution systems, flooding, or stream erosion, mud slides, damages at camp facilities, and picnic grounds. They serve as evidence of existing problem areas.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Photographs: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This retention is based upon the administrative need expressed by the Bureau. The Archives will carefully examine collection to sample most representative photographs.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8875

3

TITLE: Water treatment plant operational report

DATES: 1953-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of reports submitted monthly to the State Department of Health. They are used to monitor compliance with water quality standards and to verify standards have been met. They include daily and total monthly amounts, minimum, maximum, and averages for the following: filter operation information such as total amount of water used; hours of operation; filter rate in gallons per minute; length of filter run; filter head loss; minutes of backwash; lists amounts and kinds of chemicals used; results of chemical or physical tests chlorine residual; turbidity; water temperature; pH, odor, color, hardness, alkalinity; daily remarks; shows month and year; population served; location of plant; ownership; and includes signature submitting report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

The Clean Water Act requires that the State of Utah monitor water quality without setting a specific retention period for the records (40 CFR 130.4). The agency's copy has been scheduled for 5 years following the federal guidelines under the National Discharge Elimination System Act. The state's original copy has been scheduled for a retention of 10 years (4/86).

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8884

3

TITLE: Watershed chemical vault inspections

DATES: 1984-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms recording inspections of tank levels and conditions of watershed chemical vaults. They are maintained to document these inspections. A copy is sent to the Salt Lake City-County Board of Health for pollution control. They include date, establishment location of vault, gallon capacity of tank, and level of liquid at time of inspection.

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 on the administrative need of the Bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8889

3

TITLE: Watershed grazing agreement files

DATES: 1978-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document agreements with ranchers for the grazing of sheep in watershed areas. They are used to determine range capacity, total number of sheep allowed, and number of days allowed in certain areas. These files include copies of multiple contracts between the U.S. Forest Service and respective ranchers, related information, maps, and diagrams concerning grazing permits in watershed areas.

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 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

The bureau has determined these files are essential for water planning in the watershed areas. The ecosystem of these are very fragile and these agreements are an important element in guaranteeing area is adequately protected.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8888

3

TITLE: Watershed management monthly log

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log records the monthly activity of watershed management along the Wasatch Front. They are used for verification of work accomplished in the watershed area and for informational purposes. This log includes date; name of officer completing form total number of units serviced in City Creek, Parleys, Lambs, Dell, Big and Little Cottonwood Canyons; toilets cleaned, repaired, replaced; cabins checked (pumping, septic tank, garbage); picnic areas cleaned, checked; tables cleaned, repaired, replaced; fireplaces cleaned, replaced; signs replaced, repaired; gates or fences repaired; hours spent dealing with emergencies such as hazardous spills, fires, animal control problems, flood control problems, and miscellaneous problems such as weather reports or snow plowing; number of violations, warnings, or citations issued; and total hours spent.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the Bureau for the purpose of budget preparation.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8890

3

TITLE: Weather reading data

DATES: 1952-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are a daily record of weather activity at the Brighton official weather station. They are used to determine annual precipitation for runoff and water content in snow. Copies of this report are sent to the National Weather Service. These reports include date, maximum and minimum temperatures, precipitation amounts, new and total snow amounts, and wind velocity.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

The bureau has determined these files are needed administratively for 10 years for water projections. A summary of these reports are published by the National Weather Service. These report forms would be very useful to researchers and should be maintained permanently.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8869

3

TITLE: Well lists

DATES: 1970-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

These listings provide information on private and commercial wells in the Salt Lake City. They are necessary for compliance with state standards. UCA 73-3-22 requires persons digging wells notify the state engineer within 30 days. This listing is the city record of such wells. These lists include name of property owner or occupant, address, type of well, whether pumping is connected to city system or well, and whether a cross connection exists.

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 bureau.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8858

3

TITLE: Well pumping report

DATES: 1979-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

These reports show the amount of water pumped daily for each well in the city water system. This water is needed during the peak season when extra water is required. They are necessary to be able to retain water rights and stay within required limits (UCA 73-3-1 and 2). These reports include operating time, power used, pumping water level, and static level.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based upon the administrative need expressed by the bureau and the provisions of UCA 73-3-2.

AGENCY: Salt Lake City (Utah). Water Supply and Waterworks

SERIES: 8898

3

TITLE: Well water per million gallons report

DATES: 1972-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports record the amount of water obtained from wells and are consumed on a daily basis. Well pump records are recorded daily for approximately twenty wells and the average million gallon flows are calculated and recorded for seasonal usage. The reports are necessary for history and future predictions. These reports include daily amount of water from wells, daily amount of water consumed, and average number of gallons flows calculated for seasonal usage.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative need of the bureau to provide adequate information to predict future water supply and water consumption. This information is also valuable for researchers.