

Retention and Classification Report

Agency: Sandy (Utah). Public Works Department (1635)
8775 South 700 West
Sandy, UT 84070
801 568-7100

Records Officer

85156 *Drawings and diagrams
13234 Engineer drawings
13233 Engineers' correspondence

AGENCY: Sandy (Utah). Public Works Department

SERIES: 85156

4

TITLE: Drawings and diagrams

DATES: i 1971-1982.

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction; sidewalks; storm drains; waterlines; reservoirs; public facilities; and other city building projects. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

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.

Microfilm duplicate: For records beginning in 1971 through 1982.
Retain in State Archives permanently.

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13234

3

TITLE: Engineer drawings

DATES: 1978-

ARRANGEMENT: none

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13234

TITLE: Engineer drawings

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13233

3

TITLE: Engineers' correspondence

DATES: 1948-

ARRANGEMENT: none

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13233

TITLE: Engineers' correspondence

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 8.

PRIMARY CLASSIFICATION:

Public