

# Retention and Classification Report

**Agency:** Provo (Utah). Mayor (1657)

351 West Center Street  
Provo, UT 84601

## Records Officer

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**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15859

3

**TITLE:** Annual reports

**DATES:** 1936-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

"Annual Report of City Affairs" is the report on program activities and accomplishments for the previous year in the city of Provo. Includes statistics, narrative reports, graphs, and diagrams. Publication was produced under the commission government.

**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.

Paper copy: Retain in State Archives permanently with authority to weed.

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

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15859

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

Publications which document agency history and functions have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15869

3

**TITLE:** Appointment files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 2.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15869

**TITLE:** Appointment files

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15870

3

**TITLE:** Campaign financial disclosure statement files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are financial statements required by law to be completed by municipal candidates. They contain a list of all contributions received and expenditures made during a candidate's campaign (UCA 20-14-7 to 19).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 3.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15860

3

**TITLE:** Census information files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

**RETENTION:**

Retain for 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 3.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15860

**TITLE:** Census information files

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15871

3

**TITLE:** City charter

**DATES:** 1963-

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain constitution, bylaws and all amendments to city charters approved by the State Legislature.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15873

3

**TITLE:** Contracts and agreements files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on, Schedule 0, Item 0.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 85154

4

**TITLE:** Correspondence

**DATES:** i 1883-1885, 1979.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Incoming and outgoing mail relating to city Administrative functions and matters.

**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 master: For records beginning in 1883 through 1885.  
Retain in State Archives permanently.

Microfilm master: For records beginning in 1979 through 1979.  
Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15879

3

**TITLE:** Election ballots

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are packets of official ballots of municipal elections cast by voters. They must be kept "unopened and unaltered for twelve months." If election is not contested the ballots are "burned without opening or examining the contents" (UCA 20-7-38, 20-5-45).

**RETENTION:**

Retain for 22 months after election unless election is contested.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 22 months after election unless election is contested and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 12.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15879

**TITLE:** Election ballots

(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 20-7-38 UCA 20-5-45

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15880

3

**TITLE:** Election canvasses

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 13.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15880

**TITLE:** Election canvasses

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15881

3

**TITLE:** Election records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in the municipal election (UCA 20-5-45(2)).

**RETENTION:**

Retain for 22 month after the election.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 22 months after the election and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 14.



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15881

**TITLE:** Election records

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15882

3

**TITLE:** Election returns

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 22 months and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 15.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15862

3

**TITLE:** Finding aids

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are indexes, lists, registers, and other finding aids necessary for the efficient use of other records.

**RETENTION:**

Retain until no longer needed for reference.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 5.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15862

**TITLE:** Finding aids

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15864

3

**TITLE:** General administrative records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

Retain for 2 years or until no longer needed for reference.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 or until no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15864

**TITLE:** General administrative records

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15865

3

**TITLE:** General housekeeping files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

**RETENTION:**

Retain until no longer needed for reference.

**DISPOSITION:**

Destroy.

**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 for 1 year or until no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15865

**TITLE:** General housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

**SECONDARY CLASSIFICATION(S):**

Private. key distribution records, United Way deductions UCA  
63G-2-302(1)(e) Provo City Ordinance 1993 3.13.090(1)(d)



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15863

3

**TITLE:** General subject files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

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

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15863

**TITLE:** General subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301(2)(a) Provo City Ordinance 1993  
3.13.080(2)(a)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(4)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15866

3

**TITLE:** Grant files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15883

3

**TITLE:** Hearings files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 16.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15883

**TITLE:** Hearings files

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15867

3

**TITLE:** Information technology feasibility studies

**DATES:** ?

**ARRANGEMENT:**

**DESCRIPTION:**

These are studies conducted before the installation of any technology or equipment associated with information management systems, such as computers, micrographics, and communication systems. Also, studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain until completed study is 5 years old.

**DISPOSITION:**

Destroy.

**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 for 5 years after study completed and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 11.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15867

**TITLE:** Information technology feasibility studies

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(1) Provo City Ordinance 1993 3.13.110(1)

**SECONDARY CLASSIFICATION(S):**

Public. Vendor studies are proprietary; as studies are completed, they become public

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15884

3

**TITLE:** Lease files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 after termination of lease and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 17.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15884

**TITLE:** Lease files

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 14849

3

**TITLE:** Municipal Officers' and Employees' Ethics Act records

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by subject or department or division

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

"Legal/Disclosure Forms," "Disclosure Forms," and "Council Disclosure Forms," used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, agent employee of a substantial interest of a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

**RETENTION:**

Retain for 10 years after termination of municipal employment/appointment.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1995.

**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 after termination of municipal employment/appointment and then destroy.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 14849

**TITLE:** Municipal Officers' and Employees' Ethics Act records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the recommendation of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 85129

4

**TITLE:** Murdock diversion dam progress reports

**DATES:** 1949-1950.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Each progress report is dated and summarizes the actions taken by the crew and administration of the project. Reports are about crew work, land conditions, and weather conditions and forecasts. Apparently a private water project.

**RETENTION:**

Retain record missing

**DISPOSITION:**

Transfer to the State Archives permanently.

**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.

**APPRAISAL:**

Historical  
Record not appraised.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15885

3

**TITLE:** Oaths

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 18.

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15885

**TITLE:** Oaths

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 10088

3

**TITLE:** Ordinances

**DATES:** 1877-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

In archives's custody are two examples of the Revised Ordinances of the City of Provo: 1877 and 1937. The 1877 volume includes a history of the Provo City Council, listing mayors and city council members serving from the organization of the city in April 1851 to the first Monday in February 1877. It also contains the organic act of Utah, the Provo City charter, an act amending certain charters, an act amending the charters of incorporated cities, and the revised ordinances. The 1937 volume includes a fold-out zone map of Provo City. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody provided the ordinance volumes date after 1937.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 10088

**TITLE:** Ordinances

(continued)

**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: For records beginning in 1877 through 1937. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1938 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 85302

4

**TITLE:** Papers

**DATES:** i 1956-1973.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence and files pertaining to the management of the city under the direction of the Mayor.

**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 master: For records beginning in 1956 through 1973.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1956 through 1973.  
Retain in State Archives permanently.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 13431

3

**TITLE:** Petitions

**DATES:**

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

**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 5 years after resolution of issue and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical  
Petitions document political and social issues.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15887

3

**TITLE:** Proof of publication

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

**RETENTION:**

Retain for 6 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 6 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15887

**TITLE:** Proof of publication

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 85104

4

**TITLE:** Reference records

**DATES:** i 1880-1990.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

A register of actions considered by committees formed from council members. The actions are assigned to a specific committee and a recommendation made by the members. The register records date when the action was reported back to the council and what action was taken

**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 1880 through 1900.  
Retain in State Archives permanently.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15888

3

**TITLE:** Resolutions

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15888

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15861

3

**TITLE:** Scrapbooks

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.



**AGENCY:** Provo (Utah). Mayor

**SERIES:** 15861

**TITLE:** Scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)  
UCA 63G-2-103(17) and (18)(a)(i) and (ii)