

Retention and Classification Report

Agency: Cedar Hills (Utah) (193)

3925 West Cedar Hills Drive
Cedar Hills, UT 84062
785-9668

Records Officer: Colleen Mulvey

23544	Building permit files
23543	Council minutes
23545	Planning Commission minutes
23913	Real estate acquisition files
23794	Residential building plans

AGENCY: Cedar Hills (Utah)

SERIES: 23544

3

TITLE: Building permit files

DATES: 1977-

ARRANGEMENT: Numerical by permit number. Chronological by year, thereunder numerical by permit number since 1997

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain permanently in office.

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.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Cedar Hills (Utah)

SERIES: 23544

TITLE: Building permit files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23543

3

TITLE: Council minutes

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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.

Computer data files: Retain in Office for 7 years and then delete.

AGENCY: Cedar Hills (Utah)

SERIES: 23543

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23545

3

TITLE: Planning Commission minutes

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain permanently in office.

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.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Cedar Hills (Utah)

SERIES: 23545

TITLE: Planning Commission minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23913

3

TITLE: Real estate acquisition files

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract, related correspondence and other documents from developers purchasing property.

RETENTION:

Retain in office 7 years after unconditional sale of property.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 7 years after unconditional sale of property and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 13.

AGENCY: Cedar Hills (Utah)

SERIES: 23913

TITLE: Real estate acquisition files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (8)(2001).

AGENCY: Cedar Hills (Utah)

SERIES: 23794

3

TITLE: Residential building plans

DATES: ca. 1992-

ARRANGEMENT: Chronological by year, thereunder, numerical by permit number.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address. This records series is indexed.

RETENTION:

Retain 1 year in office after completion of construction and final inspection.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 1 year after completion of construction and final inspection and then destroy.

AGENCY: Cedar Hills (Utah)

SERIES: 23794

TITLE: Residential building plans

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 6.

The municipality has determined that they will maintain these records permanently as a courtesy to citizens.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(36) (2008).