Retention and Classification Report

Agency: Sandy (Utah). Community Development Department (2818)

1000 Centennial Parkway
Sandy, UT 84070-1799
568-7100

Records Officer

85135	*	Annexations
27279		Building permit files
85099	*	Building plans, nonresidential
85100	*	Building plans, residential
18715		Business license applications
10018	*	Certification files
20129		Code enforcement complaint forms
20128		Code enforcement files
20130		Code enforcement inspection reports
23482		General plan maps
85163	*	Planning Commission minutes
25203		Publications
09646	*	Redevelopment Agency records
85223	*	Subdivision review case files
85223	*	Subdivision review case files

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85135 4
TITLE: Annexations
DATES: i 1971-1979.
ARRANGEMENT: none
DESCRIPTION:

These files document the annexation of property into the city boundries. They usually contain correspondence, citizens petitions, maps and the official annexation action approved by the city council.

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 1979. Retain in State Archives permanently.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 27279 3
TITLE: Building permit files
DATES: 2005-
ARRANGEMENT: Chronological by job date
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 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 1 year after permit is approved and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85099 4
TITLE: Building plans, nonresidential
DATES: s 1983.
ARRANGEMENT: Numerical by permit number.
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

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 1983 through 1983. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85100 4
TITLE: Building plans, residential
DATES: s 1983.
ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

RETENTION:

Retain 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

Microfilm duplicate: For records beginning in 1977 through 1983. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1977 through 1983. Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 1 year after completion and final inspection and then destroy.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85100
TITLE: Building plans, residential

(continued)

APPRAISAL:

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

Building plans are not normally retained, but these are being retained as a representative sample.

PRIMARY CLASSIFICATION:

Public — these are under copy write, so patrons may look but not copy.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 18715 3
TITLE: Business license applications
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain for 4 years after final renewal of license

DISPOSITION:

Destroy.

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 4 years after final renewal of license and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 18715
TITLE: Business license applications

(continued)

SECONDARY CLASSIFICATION(S):

Private.	home address, age/birthdate, driver's license number, social security number, home telephone number

AGENCY: Sandy (Utah). Community Development Department

SERIES: 10018 3
TITLE: Certification files
DATES: i 1957-1977.
ARRANGEMENT: Chronological
DESCRIPTION:

These files document the approval and certification process of all official redevelopment projects. The files contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the recommendations of the planning commission; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions. This committee was dissolved in 1977 by Council action.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 10018
TITLE: Certification files

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 24, Item 3.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20129 3
TITLE: Code enforcement complaint forms
DATES:
ARRANGEMENT:
DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. complainant information

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20128 3
TITLE: Code enforcement files
DATES: 1990-
ARRANGEMENT: Chronological, thereunder numerical by case number
ANNUAL ACCUMULATION: 200.00 cubic feet.
DESCRIPTION:

These records document the criminal investigation of complaints relating to violations of the Sandy City zoning ordinances. They include a log (date, name, address, description, and action taken); an inspection report (complaint number, address, date received, zoning number, quadrant and council district numbers, property owner's name, address, telephone number; nature of complaint, initials of assigned inspector; chronology of inspections including date, time, description, action taken, and related notes; a summary of arrangements and contacts with violator), and the inspection summary (site, sidwell number, complaint number, date received and by whom, owner contact, phone number, status, complainant name, address, telephone and fax numbers, nature of complaint, date, initials, entry type, comment and date due).

RETENTION:

Retain 2 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 11/01/1998.

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 and then destroy.

Video recordings master: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20128
TITLE: Code enforcement files

(continued)

APPRAISAL:
Administrative

This disposition is based on the administrative needs expressed by the department.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private
Protected. Complainant name, address, telephone and mobil phone numbers,fax number

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20130 3
TITLE: Code enforcement inspection reports
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. complainant information

AGENCY: Sandy (Utah). Community Development Department

SERIES: 23482 3
TITLE: General plan maps
DATES: 1980-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

These city maps are created by the Planning Section of the Community Development Division of Sandy City. Maps show corporate limits, streets, and lots.

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 State Archives permanently with authority to weed.

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

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

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 12.

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 23482
TITLE: General plan maps

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85163 4
TITLE: Planning Commission minutes
DATES: i 1961-1979.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

These minutes are of meeting sand hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

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 1961 through 1979. Retain in State Archives permanently.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 25203 3
TITLE: Publications
DATES: 1977-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION:
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 9646 3
TITLE: Redevelopment Agency records
DATES: 1975-1977.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

The Redevelopment Agency records consist of memos, proofs of publication, minutes, resolutions, and agreements.

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.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85223 4
TITLE: Subdivision review case files
DATES: i 1948-1982.
ARRANGEMENT: Alphabetical by subdivision name
ANNUAL ACCUMULATION:
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

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.

Microfilm duplicate: For records beginning in 1948 through 1982. Retain in State Archives permanently.

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

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 7.

These records provide information about subdivision development.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85223
TITLE: Subdivision review case files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 19036 3
TITLE: Zoning plan maps
DATES: undated
ARRANGEMENT: numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Survey maps showing creation of subdivisions, with sign-offs on the borders of the maps by surveyor, owner, city council, planning commission, health department, recorder, etc.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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 permanently after being microfilmed.

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 12.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 19036
TITLE: Zoning plan maps

(continued)

PRIMARY CLASSIFICATION:
Public