Retention and Classification Report

Agency: St. George (Utah). Department of Community Development (2824)
175 East 200 North
St. George, UT 84770

Records Officer Christina Fernandez

20079	Cable television franchise agreements
18025	Nonresidential building plans
18009	Real estate acquisition files
18026	Residential building plans

AGENCY: St. George (Utah). Department of Community Development

SERIES: 20079 3
TITLE: Cable television franchise agreements
DATES: 1978-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are agreements between cable television companies and the City of St. George to provide cable television within St. George. They are used to assure compliance by cable television companies with their agreements. They include franchise agreements and franchise ordinances. The length of the agreements is five years but can be renewed for an additional five year term.

RETENTION:

Retain 10 years after the expiration of the agreement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after expiration of the agreement and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on the administrative needs expressed by the city and meets all legal requirements (UCA 78-12-23).

AGENCY: St. George (Utah). Department of Community Development

SERIES: 20079
TITLE: Cable television franchise agreements

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: St. George (Utah). Department of Community Development

SERIES: 18025 3
TITLE: Nonresidential building plans
DATES: 1945-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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, or apartment structures. The specifications are compiled by the architect for use by the 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.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy provided ,for historical reasons, agencies must contact the Archives before the distruction of any building plans.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

AGENCY: St. George (Utah). Department of Community Development

SERIES: 18025
TITLE: Nonresidential building plans

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Exempt. UCA 63G-2-103(b)(iii) Copyright

AGENCY: St. George (Utah). Department of Community Development

SERIES: 18009 3
TITLE: Real estate acquisition files
DATES: ca. 1900-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION:

Retain 7 years after unconditional sale of property.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(7) Contemplation of sale, exchange lease, rental

AGENCY: St. George (Utah). Department of Community Development

SERIES: 18026 3
TITLE: Residential building plans
DATES: 1945-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy provided ,for historical reasons, agencies should contact the Archives before the distruction of any building plans.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: St. George (Utah). Department of Community Development

SERIES: 18026
TITLE: Residential building plans

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PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Exempt. UCA 63G-2-103(b)(iii) Copyright