

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

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|-------|---------------------------------------|
| 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1998.

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 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 CLASSIFICATION:

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.

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 7 years and then destroy.

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

SERIES: 18025

TITLE: Nonresidential building plans

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 4.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(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.

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:

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

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

SERIES: 18009

TITLE: Real estate acquisition files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(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.

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 and then destroy.

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

SERIES: 18026

TITLE: Residential building plans

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 63G-2-103(b)(iii) Copyright