

Retention and Classification Report

Agency: St. George (Utah). Department of Public Works (2827)
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St. George, UT 84770
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Records Officer: Christina Fernandez

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AGENCY: St. George (Utah). Department of Public Works

SERIES: 20379

3

TITLE: Abandonment files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files document the abandonment of city easements on combined city lots. Since the city has easements for utilities on all lots, construction can not be undertaken with the abandonment of the easements. The files include the application, map of the easement abandonment, engineering/surveyor notes, legal description, 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 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 1 year after transaction and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20379

TITLE: Abandonment files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. citizen's address and telephone number

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18014

3

TITLE: Airfield inspection files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18014

TITLE: Airfield inspection files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 13, Item 2.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18015

3

TITLE: Airport master record files

DATES: 1978, 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken. Also includes an overall master plan for future infrastructure such as roads, taxi ways, utilities, drainage, new land, lease uses, etc.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18015

TITLE: Airport master record files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 13, Item 2.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18043

3

TITLE: Backflow prevention device test reports

DATES: 1989-

ARRANGEMENT: Chronological by month and year

ANNUAL ACCUMULATION:

DESCRIPTION:

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION:

Retain 3 years after subsequent test.

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 3 years after subsequent test and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 1.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18043

TITLE: Backflow prevention device test reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(8)(a) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20381

3

TITLE: Capital improvement plan

DATES: ca. 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This plan is used to schedule large capital improvement projects (i.e., sewer plant) for budget year. It includes list of project requests, projects approved, and information on funding (grants, special service districts, bonds, etc.).

RETENTION:

Retain 5 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 transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20381

TITLE: Capital improvement plan

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18047

3

TITLE: Construction drawings

DATES: 1945-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION:

Retain permanently.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 6.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18047

TITLE: Construction drawings

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18027

3

TITLE: Contracts and agreements files

DATES:

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records. This includes all contracts and agreements files found in the legal office of the city.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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 4 years after last payment or contract expires and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 7.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18027

TITLE: Contracts and agreements files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

Protected. UCA 63G-2-305(5) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20385

3

TITLE: Disadvantaged business enterprises records

DATES: 1995-

ARRANGEMENT: Numerical by file number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records verify compliance with the Federal Aviation Administration's (FAA) Disadvantaged Business (DBE) Program in accordance with 49 CFR 23 (subpart F). Airport sponsors are required to abide by the nondiscrimination requirements of 49 CFR 23 (subpart F) in awarding and performance of concession agreements. They "shall [also]implement a disadvantaged business enterprise concession plan" which establishes annual goals in encouraging socially and economically disadvantaged businesses in bidding for concession services. The records include DBE goals, background materials, compliance reports, and related correspondence.

RETENTION:

Retain 3 years after revised

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 after revised and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20385

TITLE: Disadvantaged business enterprises records

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative and fiscal needs expressed by the office. It also meets the Federal Aviation Regulations (FAR)158.61 (1998).

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18010

3

TITLE: Disaster planning files

DATES: 1992-

ARRANGEMENT: Alphabetical by location

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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.

APPRAISAL:

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18010

TITLE: Disaster planning files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20382

3

TITLE: Impact fee files

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reference files provide background information for the setting of impact fees to be charged when a building permit is issued. They include impact fee schedule, types of impact fees, background information to set fees, and copies of statutes governing impact fees.

RETENTION:

Retain 3 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 18 months and then transfer to Agency Record Center. Retain in Agency Record Center for 18 months and then destroy.

APPRAISAL:

Administrative Fiscal

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20382

TITLE: Impact fee files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20383

3

TITLE: Master plan files

DATES: 1989-

ARRANGEMENT: Alphabetical by title

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are the master plans for drainage, road construction, sewer lines, bridges, trails, etc. Some of the planned infrastructure construction will only be built when development dictates. They include studies, maps, plans, drawings, correspondence, and actual plans.

RETENTION:

Retain 5 years after being superseded

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 5 years after superseded and then destroy.

APPRAISAL:

Administrative

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20383

TITLE: Master plan files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20386

3

TITLE: Passenger facility charge

DATES: 1996-

ARRANGEMENT: Numerical by file number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the imposition of fees (\$1, \$2, or \$3) on each passenger boarding at the airport. The Federal Aviation Administration (FAA) requires airports to apply for the authority to impose a passenger facility charge (PFC) and to use the PFC on an airport project (Federal Aviation Regulations (FAR) 158.23 (1998)). The airport must provide written notice to all air carriers operating at the airport, describing proposed projects to be funded by the PFC, the proposed charge, project's proposed beginning and ending schedule, and to receive their approval in accordance with FAR 158.23 (1998). The files include the application, airline approvals, general approvals, capital improvement project lists, backup information, and exhibits (pictures of needed improvements).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20386

TITLE: Passenger facility charge

(continued)

APPRAISAL:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18055

3

TITLE: Sewer main location maps

DATES: unknown

ARRANGEMENT: Alphabetical by location

ANNUAL ACCUMULATION:

DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines. The information dates back to the first sewer locations of all sewer lines and manholes in St. George.

RETENTION:

Retain until updated or superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 updated or superseded and then destroy.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18055

TITLE: Sewer main location maps

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 28.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18058

3

TITLE: Special events permits

DATES: unknown

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION:

Retain 1 year after event.

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 1 year after event and then destroy.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18058

TITLE: Special events permits

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 38.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(d)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20384

3

TITLE: Structure maintenance files

DATES: 1978-

ARRANGEMENT: Alphabetical by project names

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the maintenance of various structures (e.g., bridges, washes, dams) under the jurisdiction of St. George. They include pictures, reports, and maintenance logs.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20384

TITLE: Structure maintenance files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20380

3

TITLE: Transportation project files

DATES: 1965-

ARRANGEMENT: Numerical by file number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document the construction of streets and roads (e.g., grading, rights-of-way). The files include maps, pay out disbursements, engineering agreements, project budget documents, cost estimates, grant documents, scope of work, studies and reports, rights-of-way, 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 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 project ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 13.

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20380

TITLE: Transportation project files

(continued)

PRIMARY CLASSIFICATION:

Public