

Retention and Classification Report

Agency: Marriott-Slaterville (Utah) (2923)

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Records Officer: Becky Kendall

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AGENCY: Marriott-Slaterville (Utah)

SERIES: 22455

3

TITLE: Administrative payroll reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22487

3

TITLE: Adoption of the master plans

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: //

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22487

TITLE: Adoption of the master plans

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22445

3

TITLE: Annual budget

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22445

TITLE: Annual budget

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22448

3

TITLE: Annual financial reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22448

TITLE: Annual financial reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22422

3

TITLE: Annual reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22422

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22472

3

TITLE: Appointment files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after person leaves office and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22449

3

TITLE: Audit reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22449

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22450

3

TITLE: Bank deposits (pass) books

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22451

3

TITLE: Bank statements

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22453

3

TITLE: Beer license application files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 77.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of application and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22488

3

TITLE: Board of adjustment case file

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22489

3

TITLE: Board of adjustment minutes and indexes

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22468

3

TITLE: Building permit files

DATES: 1999-

ARRANGEMENT: Chronological

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.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: 04/01/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of construction and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative Legal
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: Marriott-Slaterville (Utah)

SERIES: 22468

TITLE: Building permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22454

3

TITLE: Business license files

DATES: 1999-

ARRANGEMENT: Chronological

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 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 77.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after final renewal of license and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22454

TITLE: Business license files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22475

3

TITLE: City business files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after administrative need ends and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22473

3

TITLE: City Charter

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22423

3

TITLE: City histories

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22423

TITLE: City histories

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22424

3

TITLE: City scrapbooks

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22424

TITLE: City scrapbooks

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22465

3

TITLE: Civil case files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain 10 years after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Protected

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22498

3

TITLE: Class "C" road funding project files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22425

3

TITLE: Community development block grant

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. The files include the initial application, and all final reports.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 4.

AUTHORIZED: 06/10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22425

TITLE: Community development block grant

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22499

3

TITLE: Complaint files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 3.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22490

3

TITLE: Conditional use permit records and indexes

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22426

3

TITLE: Constitution and by laws

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical Legal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22426

TITLE: Constitution and by laws

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22501

3

TITLE: Construction contract records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 27.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contract and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22464

3

TITLE: Contract billings files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly bills received by municipalities with contractual agreements with counties to provide animal control services. They are used to collect fees for services provided. The bills may include date, invoice number, name and address of city, description of services provided, amount due, contract-agreement number, account number, amount, and a statement certifying billing accuracy.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 14, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22464

TITLE: Contract billings files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22474

3

TITLE: Council agenda

DATES: 1999-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22476

3

TITLE: Council minutes

DATES: 1999-

ARRANGEMENT: Chronological

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22476

TITLE: Council minutes

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22462

3

TITLE: Disaster planning files

DATES: 1999-

ARRANGEMENT: Chronological

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22502

3

TITLE: Drawing and diagrams

DATES: 1999-

ARRANGEMENT: Chronological

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22477

3

TITLE: Election ballots

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain 22 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after election or until time has expired during which ballots contested and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Exempt UCA 20A-4-106 and 20A-4-401 (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22478

3

TITLE: Election canvasses

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22479

3

TITLE: Election records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

RETENTION:

Retain 22 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months and then destroy.

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22480

3

TITLE: Election returns

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months and then destroy.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22469

3

TITLE: Enforcement case files

DATES: 1999-

ARRANGEMENT: Chronological

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.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after close of the case and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22503

3

TITLE: Excavation permit application

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 30.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22427

3

TITLE: Executive correspondence

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 10.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22428

3

TITLE: Feasibility studies

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed for reference and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22428

TITLE: Feasibility studies

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22447

3

TITLE: Fixed assets list

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 6.

AUTHORIZED: 05/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22429

3

TITLE: General administrative records

DATES: 1999-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed for reference and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22452

3

TITLE: General ledgers

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22430

3

TITLE: Grant files original applications

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22431

3

TITLE: Housekeeping files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22456

3

TITLE: Income tax exemptions and withholding files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after form is superseded or termination of employee and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY DESIGNATION:

Private

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22504

3

TITLE: Informational maps and plats

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22463

3

TITLE: Insurance policy files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of policy and settlement of all claims and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22505

3

TITLE: Interlocal agreements

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION:

Retain 6 YEARS.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 34.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contract and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22432

3

TITLE: Internal committee reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 78.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22506

3

TITLE: Intersection case files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22506

TITLE: Intersection case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22458

3

TITLE: Invoice files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION:

Retain 4 YEARS.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22459

3

TITLE: Leasing contract files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 18.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after contract expires and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22433

3

TITLE: Mailing lists

DATES: 1999-2016.

ARRANGEMENT: Chronological

DESCRIPTION:

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22434

3

TITLE: Meeting agenda

DATES: 1999-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then destroy provided not part of official minutes.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22435

3

TITLE: Meeting minute tape recordings

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after Approval of official minutes and then destroy.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22435

TITLE: Meeting minute tape recordings

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22436

3

TITLE: Minutes

DATES: 1999-

ARRANGEMENT: Chronological

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 until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22436

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22466

3

TITLE: Misdemeanor case files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22466

TITLE: Misdemeanor case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22470

3

TITLE: Nonresidential building plans

DATES: 1999-

ARRANGEMENT: Chronological

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.

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 1 year after COMPLETION OF CONSTRUCTION and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22470

TITLE: Nonresidential building plans

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. UCA 63G-2-103(18)(b)(iii) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22481
TITLE: Oaths

3

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 18.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical Legal

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22482

3

TITLE: Ordinances

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22437

3

TITLE: Organization files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22437

TITLE: Organization files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22457

3

TITLE: Payroll files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Private

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22457

TITLE: Payroll files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22438

3

TITLE: Pending files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION:

Retain until no longer needed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22446

3

TITLE: Periodic budget reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22483

3

TITLE: Petitions

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after issue resolved or final decision is made and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22491

3

TITLE: Planning commission minutes

DATES: 1999-

ARRANGEMENT: Chronological

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22491

TITLE: Planning commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22492

3

TITLE: Planning studies and reports

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after administrative need ends and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22492

TITLE: Planning studies and reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22439

3

TITLE: Policies and procedures manuals

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22439

TITLE: Policies and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22460

3

TITLE: Professional services agreement records

DATES: 1999-

ARRANGEMENT: Chronological

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.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 18.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after last payment and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22484

3

TITLE: Proof of publication records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22440

3

TITLE: Public relations files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22440

TITLE: Public relations files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22441

3

TITLE: Public release files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22441

TITLE: Public release files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22442

3

TITLE: Publications

DATES: 1999-

ARRANGEMENT: Chronological

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.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22442

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22443

3

TITLE: Reading or chronological files

DATES: 1999-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22471

3

TITLE: Residential building plans

DATES: 1999-

ARRANGEMENT: Chronological

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.

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 after completion of construction and final inspection and then destroy.

APPRAISAL:

Administrative

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22471

TITLE: Residential building plans

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22486

3

TITLE: Resolutions

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22486

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22493

3

TITLE: Rezoning records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22507

3

TITLE: Signalized intersection records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after signal device is removed and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22467

3

TITLE: Significant lawsuit case files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after need for reference has past and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22467

TITLE: Significant lawsuit case files

(continued)

SECONDARY DESIGNATION(S):

Protected

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22494

3

TITLE: Site review planning records

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22495

3

TITLE: Subdivision review case files

DATES: 1999-

ARRANGEMENT: Chronological

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).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22444

3

TITLE: Technical reference files

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22461

3

TITLE: Vendor lists

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22496

3

TITLE: Zoning maps

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marriott-Slaterville (Utah)

SERIES: 22497

3

TITLE: Zoning ordinances

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public