Retention and Classification Report

Agency: Logan (Utah). Administrative Services and Economic Development (2978)
PO Box 527
255 N Main
Logan, UT 84323
435 750-9800

Records Officer

03687	*	Account book
24005		Active project files
22377		Board of adjustment minutes
24007		Community development Block Grant Application Records
24006		Community development block grant administrative records
22697		Comprehensive annual financial reports
03674	*	Dog register book
05082	*	Expenditures ledger
24004	*	General administrative records
22404		Minutes historic preservation committee
22376		Planning commission minutes
03689		Plat map books
10614		Plot index card files

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3687 3
TITLE: Account book
DATES: 1878-1890.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24005 3
TITLE: Active project files
DATES: 1998-
ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain in office 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 44.

AUTHORIZED: 11/14/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24005
TITLE: Active project files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22377 3
TITLE: Board of adjustment minutes
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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". 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". 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:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22377
TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24007 3
TITLE: Community development Block Grant Application Records
DATES: 1998-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

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

RETENTION:

Retain in office permanently.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 15.

AUTHORIZED: 11/14/2001

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24007
TITLE: Community development Block Grant Application Records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24006 3
TITLE: Community development block grant administrative records
DATES: 1992-
ARRANGEMENT: Chronological, thereunder numerical by case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION:

Retain in office 3 years after end of grant period.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 14.

AUTHORIZED: 11/14/2001

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 end of grant period and then destroy.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24006
TITLE: Community development block grant administrative records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22697 3
TITLE: Comprehensive annual financial reports
DATES: 1954-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/15/2000

FORMAT MANAGEMENT:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22697
TITLE: Comprehensive annual financial reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3674 3
TITLE: Dog register book
DATES: 1899-1904.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 5082 3
TITLE: Expenditures ledger
DATES: 1876-1880.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24004 3
TITLE: General administrative records
DATES: 1866-2015.
ARRANGEMENT: Alphabetic by subject
ANNUAL ACCUMULATION:
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 in office 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: 11/14/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24004
TITLE: General administrative records

(continued)

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 05/2015.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22404 3
TITLE: Minutes historic preservation committee
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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). These are the minutes for the Logan Historic Preservation Committee. This committee reviews plans and approves all changes to any structure within the Historic District in Logan.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22404
TITLE: Minutes historic preservation committee

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(32) (2008)

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22376 3
TITLE: Planning commission minutes
DATES: 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22376
TITLE: Planning commission minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3689 3
TITLE: Plat map books
DATES:
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 12.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Disposition based on the historical value of these records as they are land records used for research purposes by the public, other city departments, and title companies.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3689
TITLE: Plat map books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 10614 3
TITLE: Plot index card files
DATES: 1865-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: 08/05/1992

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public