Retention and Classification Report

Agency: Logan (Utah). Public Works, Permits, and Compliance (2984)

Po Box 527
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Logan, UT 84323
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Records Officer

24589	Drawings and diagrams
24140	Executive Correspondence
24593	Finding aids
24592	General administrative records
24594	Project control files
24142	Right of way permits
24141	Staff meeting minutes
24591	Survey field books
24143	Water and Sewer Board minutes
24590	Working papers

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24589 3
TITLE: Drawings and diagrams
DATES: 1920-
ARRANGEMENT: Alphanumerical by street address.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

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

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24589
TITLE: Drawings and diagrams

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24140 3
TITLE: Executive Correspondence
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This is correspondence from the Public Works director and engineers. 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 permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 8.

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24140
TITLE: Executive Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24593 3
TITLE: Finding aids
DATES: 1985-
ARRANGEMENT: Alphanumerical by street address
ANNUAL ACCUMULATION:
DESCRIPTION:

These are regularly updated plat map indexes that assist in the use of the county property plat books and utility maps.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24592 3
TITLE: General administrative records
DATES: 1994-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are daily entries in the Assistant Engineer's planner of daily project site visits.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24594 3
TITLE: Project control files
DATES: 1968-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24594
TITLE: Project control files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24142 3
TITLE: Right of way permits
DATES: 1996-
ARRANGEMENT: Chronological by month, thereunder numerical by permit number
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION:

Retain 1 year after bond expires.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

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

APPRAISAL:
Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 12.

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24142
TITLE: Right of way permits

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24141 3
TITLE: Staff meeting minutes
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records). Topics addressed include the various tasks and jobs each division is working on.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office for 3 years and then

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24141
TITLE: Staff meeting minutes

(continued)

delete.

APPRAISAL:
Administrative Fiscal Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24591 3
TITLE: Survey field books
DATES: 1930-
ARRANGEMENT: Alphanumerical by street address
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 22.

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24591
TITLE: Survey field books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24143 3
TITLE: Water and Sewer Board minutes
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records). The Water and Sewer Board members are appointed by the mayor and city Council to advise the city on water and sewer utility issues.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24143
TITLE: Water and Sewer Board minutes

(continued)

APPRAISAL:
Administrative Fiscal Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Logan (Utah). Public Works, Permits, and Compliance

SERIES: 24590 3
TITLE: Working papers
DATES: 2000-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years after project is completed and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

PRIMARY CLASSIFICATION:

Public