

Retention and Classification Report

Agency: Logan (Utah). Community Development (2994)

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Records Officer

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AGENCY: Logan (Utah). Community Development

SERIES: 23891

3

TITLE: Board of Adjustment case files

DATES: 1977-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.30 cubic feet.

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 in office 3 years, then transfer permanently to agency records center

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 1.

AGENCY: Logan (Utah). Community Development

SERIES: 23891

TITLE: Board of Adjustment case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23893

3

TITLE: Board of Adjustments minutes and indexes

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

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:

Retain in office 3 years, then transfer permanently to agency records center

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Logan (Utah). Community Development

SERIES: 23893

TITLE: Board of Adjustments minutes and indexes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23890

3

TITLE: Board of Appeals minutes

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are the minutes of the proceedings of regular and special meetings of the Board of Appeals and Examiners. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code.

RETENTION:

Retain in office 5 years, then transfer permanently to agency records center

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 10.

AGENCY: Logan (Utah). Community Development

SERIES: 23890

TITLE: Board of Appeals minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23787

3

TITLE: Building permit files

DATES: 1963-1996.

ARRANGEMENT: Numerical by permit number

TOTAL VOLUME: 30.00 cubic feet.

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 in office.

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 This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

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: Logan (Utah). Community Development

SERIES: 23787

TITLE: Building permit files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23887

3

TITLE: Building permit register

DATES: 1960-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

RETENTION:

Retain in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office permanently and then migrate data as needed.

AGENCY: Logan (Utah). Community Development

SERIES: 23887

TITLE: Building permit register

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 16,
Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23889

3

TITLE: Community development block grant applications

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 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 20, Item 15.

AGENCY: Logan (Utah). Community Development

SERIES: 23889

TITLE: Community development block grant applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23888

3

TITLE: Community development block grant records

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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 in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 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 48.

AGENCY: Logan (Utah). Community Development

SERIES: 23888

TITLE: Community development block grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23878

3

TITLE: Conditional use permit records and indexes

DATES: 1976-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 2.

AGENCY: Logan (Utah). Community Development

SERIES: 23878

TITLE: Conditional use permit records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23894

3

TITLE: Construction reports

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION:

Retain in office 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 7.

AGENCY: Logan (Utah). Community Development

SERIES: 23894

TITLE: Construction reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23885

3

TITLE: Enforcement case files

DATES: 1998-

ARRANGEMENT: Numerical by address

ANNUAL ACCUMULATION: 0.20 cubic feet.

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 in office for 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.

AGENCY: Logan (Utah). Community Development

SERIES: 23885

TITLE: Enforcement case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Logan (Utah). Community Development

SERIES: 23884

3

TITLE: Historic preservation conditional use permit files

DATES: 1997-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.50 cubic feet.

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 in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 2.

AGENCY: Logan (Utah). Community Development

SERIES: 23884

TITLE: Historic preservation conditional use permit files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23883

3

TITLE: Historic preservation minutes

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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:

Retain in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23883

TITLE: Historic preservation minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23882

3

TITLE: Master plan

DATES: 1995-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). 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 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Logan (Utah). Community Development

SERIES: 23882

TITLE: Master plan

(continued)

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 Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23895

3

TITLE: Nonresidential building plans

DATES: 1976-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 3.00 cubic feet.

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 in office 7 years.

DISPOSITION:

Destroy provided approval has been received from the Utah State Archives

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Logan (Utah). Community Development

SERIES: 23895

TITLE: Nonresidential building plans

(continued)

APPRAISAL:

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

Though the Municipal General Retention Schedule specifies that these records are to be maintained 7 years and then destroy, the agency has determined to maintain these records permanently.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Logan (Utah). Community Development

SERIES: 23879

3

TITLE: Planned unit development case files

DATES: 1976-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23879

TITLE: Planned unit development case files

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23877

3

TITLE: Planning Commission minutes

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

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:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23877

TITLE: Planning Commission minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 22709

3

TITLE: Planning commission project files

DATES: 1976-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 7.

AGENCY: Logan (Utah). Community Development

SERIES: 22709

TITLE: Planning commission project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 22708

3

TITLE: Proof of publication

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

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

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

AGENCY: Logan (Utah). Community Development

SERIES: 22708

TITLE: Proof of publication

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23892

3

TITLE: Proof of publication records

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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

RETENTION:

Retain in office 6 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

Though the retention specified in the Municipal General Retention Schedule is 6 years and then destroy, the agency has determined to maintain the records permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23892

TITLE: Proof of publication records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23896

3

TITLE: Public buildings building plans

DATES: ca.1996-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. 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, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION:

Retain in office 5 years, then transfer permanently to agency records center

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23896

TITLE: Public buildings building plans

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 16,
Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23897

3

TITLE: Residential building plans

DATES: 1996-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 3.00 cubic feet.

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 in office 1 year after completion of construction

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after completion of construction and then destroy.

AGENCY: Logan (Utah). Community Development

SERIES: 23897

TITLE: Residential building plans

(continued)

APPRAISAL:

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

Though the Municipal General Retention Schedule specifies that these records are to be maintained 1 year after the completion of construction and then destroy, the agency has determined to maintain the records for 4 years.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23880

3

TITLE: Rezoning records and indexes

DATES: 1976-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 in office permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 5.

AGENCY: Logan (Utah). Community Development

SERIES: 23880

TITLE: Rezoning records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23789

3

TITLE: Zoning maps

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

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 in office

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 12.

AGENCY: Logan (Utah). Community Development

SERIES: 23789

TITLE: Zoning maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23788

3

TITLE: Zoning ordinances

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 10-9a-404 (2005)).

RETENTION:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

AGENCY: Logan (Utah). Community Development

SERIES: 23788

TITLE: Zoning ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan (Utah). Community Development

SERIES: 23886

3

TITLE: Zoning violation case files

DATES: 1998-

ARRANGEMENT: Numerical by address

ANNUAL ACCUMULATION: 0.30 cubic feet.

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 in office for 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.

AGENCY: Logan (Utah). Community Development

SERIES: 23886

TITLE: Zoning violation case files

(continued)

PRIMARY CLASSIFICATION:

Public