Retention and Classification Report

Agency: Park City (Utah). Community Development (3020)

PO Box 1480
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Records Officer

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22763 Survey drawings
22764 Survey field books

AGENCY: Park City (Utah). Community Development

SERIES: 21593 3
TITLE: Adopted master plans
DATES: 1980-
ARRANGEMENT: Alphanumerical
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, may be transferred to state archives.

DISPOSITION:
Retain in agency custody.

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

AGENCY: Park City (Utah). Community Development

SERIES: 21593
TITLE: Adopted master plans

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21594 3
TITLE: Aerial photographic maps
DATES: 1983-
ARRANGEMENT: Chronological
DESCRIPTION:

These are large aerial photographs of the municipality. They are usually updated once every five years, and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21596 3
TITLE: Board of Adjustment minutes and indexes
DATES: 1980-
ARRANGEMENT: Alphanumerical
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:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Park City (Utah). Community Development

SERIES: 21596
TITLE: Board of Adjustment minutes and indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21595 3
TITLE: Board of adjustment case files
DATES: 1980-
ARRANGEMENT: Alphabetical
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 permanenty.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21541 3
TITLE: Building cards
DATES: 1980-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These reference card files record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION:

Retain permanent, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 6676 3
TITLE: Building permit files
DATES: 1980-
ARRANGEMENT: Numerical and alphanumerical, thereunder by street name and number.
DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection 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. The files are arranged numerically by permit number or alphanumerically by address.

RETENTION:

Retain permanently. Records may be transferred to State Archives.

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 State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Park City (Utah). Community Development

SERIES: 6676
TITLE: Building permit files

(continued)

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21597 3
TITLE: Building permit records
DATES: 1980-
ARRANGEMENT: Alphanumerical
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.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21543 3
TITLE: Building permit registers
DATES: 1980-
ARRANGEMENT: Chronological
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 6 years. One year in office and agency records center 5 yea rs.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 6 years and then destroy provided if only record of building permits, retain permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 6677 3
TITLE: Building plans
DATES: 1980-
ARRANGEMENT: Numerical
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 of 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 by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, government agency 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 or until microfilmed.

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 7 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Digital image Duplicate: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Park City (Utah). Community Development

SERIES: 6677
TITLE: Building plans

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 5.

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21599 3
TITLE: Community development block grant administrative records
DATES: 1983-
ARRANGEMENT: Alphabetical
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 3 years, after end of grant period.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years after end of grant period and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 14.

AGENCY: Park City (Utah). Community Development

SERIES: 21599
TITLE: Community development block grant administrative records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21600 3
TITLE: Community development block grant application records
DATES: 1983-
ARRANGEMENT: Alphabetical
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 permanently, may be transferred to the state archives.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21598 3
TITLE: Conditional use permit records and indexes
DATES: 1980-
ARRANGEMENT: Alphanumerical
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, unless withdrawn or denied then retain 10 yearsand destroy.

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 or until withdrawn or denied then destroy after 10 years.

APPRAISAL:

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

AGENCY: Park City (Utah). Community Development

SERIES: 21598
TITLE: Conditional use permit records and indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21544 3
TITLE: Construction reports
DATES: 1980-
ARRANGEMENT: Chronological
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 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:

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

AGENCY: Park City (Utah). Community Development

SERIES: 21544
TITLE: Construction reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21545 3
TITLE: Demolition case files
DATES: 1980-
ARRANGEMENT: Numerical
DESCRIPTION:

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

RETENTION:

Retain permanently. May be transferred to the State Archives.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 5826 3
TITLE: Division maps
DATES: 1920-1943.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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: Park City (Utah). Community Development

SERIES: 21546 3
TITLE: Enforcement case files
DATES: 1983-
ARRANGEMENT: Numerical
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.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21829 3
TITLE: Historic district review files
DATES: 1980-
ARRANGEMENT: Alphanumeric by address
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document the design review of new structures, or additions to existing historical structures located in the Historic District to ensure compliance with the Historic Design Guidelines. These cases are reviewed by the Community Development Department and the Historic District Commission. They include the original application, site plan, topographical plan, building elevation, floor plans and building sections, photographic panoramic view of the property, photographs of all existing buildings on-site, adjacent lots, and a streetscape elevation for the project side of the street. These files also include staff reports and minutes of Historic District Commission meetings documenting the design review.

RETENTION:

Retain 5 years after completion of the structure.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 4 years after completion of the structure and then destroy.

AGENCY: Park City (Utah). Community Development

SERIES: 21829
TITLE: Historic district review files

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 24, Item 6.

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21828 3
TITLE: Historic significance determination files
DATES: 1980-
ARRANGEMENT: Alphanumeric by address
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 unless structure is determined insignificant then retain 5 years and incorporate into CAD files.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently provided structure is determined significant if not retain 5 years.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21547 3
TITLE: Minutes of the board of appeals and examiners
DATES: 1980-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
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 permanently. May be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21601 3
TITLE: Nonconforming use certificate records
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 18.

AGENCY: Park City (Utah). Community Development

SERIES: 21601
TITLE: Nonconforming use certificate records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21548 3
TITLE: Nonresidential building plans
DATES: 1980-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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 permanently, or until administrative need ends.May be transferred to State Archives.

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.

AGENCY: Park City (Utah). Community Development

SERIES: 21548
TITLE: Nonresidential building plans

(continued)

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

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Exempt. UCA 63G-2-103(18)(b)(iii) (2008)

AGENCY: Park City (Utah). Community Development

SERIES: 21602 3
TITLE: Planned unit development case files
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 permanently, withdrawn or denied retin 10 years then destory

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 provided withdrawn or denied retain 10 years then destroy..

AGENCY: Park City (Utah). Community Development

SERIES: 21602
TITLE: Planned unit development case files

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 10.

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21603 3
TITLE: Planning Commission minutes
DATES: 1980-
ARRANGEMENT: Alphanumerical
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:

Retain permanently, may be transferred to the state archives.

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.

AGENCY: Park City (Utah). Community Development

SERIES: 21603
TITLE: Planning Commission minutes

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21604 3
TITLE: Planning study reports
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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, may be transferred to the state archives.

DISPOSITION:
Retain in agency custody.

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 11.

AGENCY: Park City (Utah). Community Development

SERIES: 21604
TITLE: Planning study reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21549 3
TITLE: Public buildings (municipal and county) building plans
DATES: 1980-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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 permanently, or until adminstrative need ends. May be transferred to State Archives.

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.

AGENCY: Park City (Utah). Community Development

SERIES: 21549
TITLE: Public buildings (municipal and county) building plans

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 5.

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21550 3
TITLE: Residential building plans
DATES: 1980-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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, after completion or construction and final inspection.

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 or construction and final inspection and then destroy.

AGENCY: Park City (Utah). Community Development

SERIES: 21550
TITLE: Residential building plans

(continued)

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

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(36) (2008)

AGENCY: Park City (Utah). Community Development

SERIES: 21724 3
TITLE: Review files
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION:

Retain 3 years, after completion of project.

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 3 years after completion of project and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21605 3
TITLE: Rezoning records and indexes
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21606 3
TITLE: Street/alley vacating records
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 17.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21607 3
TITLE: Subdivision review case files
DATES: 1980-
ARRANGEMENT: Alphanumerical
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, unless withdrawn of denied retain 10 years then destroy.

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 provided withdrawn or denied.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 22763 3
TITLE: Survey drawings
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
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. May be transferred to State Archives.

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: Park City (Utah). Community Development

SERIES: 22763
TITLE: Survey drawings

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 22764 3
TITLE: Survey field books
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.

RETENTION:

Retain permanently. May be transferred tpo State Archives.

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 23, Item 23.

AGENCY: Park City (Utah). Community Development

SERIES: 22764
TITLE: Survey field books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Park City (Utah). Community Development

SERIES: 21608 3
TITLE: Zoning maps
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Community Development

SERIES: 21609 3
TITLE: Zoning ordinances
DATES: 1980-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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:

Retain permanently, may be transferred to the state archives.

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:

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

AGENCY: Park City (Utah). Community Development

SERIES: 21609
TITLE: Zoning ordinances

(continued)

PRIMARY CLASSIFICATION:
Public