

Retention and Classification Report

Agency: Orem (Utah). City Manager (3027)

56 N. State Street
Orem, UT 84057

Records Officer: Tara Calancea

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23007 Board of Adjustment meeting minutes
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23060 Board of Adjustment resolutions
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AGENCY: Orem (Utah). City Manager

SERIES: 23002

3

TITLE: Beautification Advisory Commission meeting minutes

DATES: 1987-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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.

RETENTION:

Retain permanently in agency.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23002

TITLE: Beautification Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23007

3

TITLE: Board of Adjustment meeting minutes

DATES: 1956-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

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. Information includes names and addresses of interested citizens, names of board members and staff, and decisions made.

RETENTION:

Retain permanently in agency custody.

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: Orem (Utah). City Manager

SERIES: 23007

TITLE: Board of Adjustment meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23158

3

TITLE: Board of Adjustment meeting tape recordings

DATES: ca. 1980-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are audio recordings of Board of Adjustment meetings which are documented in records series 23007, Board of Adjustment meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

AGENCY: Orem (Utah). City Manager

SERIES: 23158

TITLE: Board of Adjustment meeting tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23060

3

TITLE: Board of Adjustment resolutions

DATES: 1990-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are formal statements and decisions or expressions of opinion put before or adopted by the Board of Adjustment. The Board of Adjustment consists of five members and its duties 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)(2000)). The Board of Adjustment makes most of its decisions by resolution instead of by motion because they prefer the paper trail the resolutions generate. Information includes resolution date, resolution number, name of individual or entity making the appeal, appropriate zoning ordinance citation, details of the issue addressed and the Board decision.

RETENTION:

Retain in agency custody permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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: Orem (Utah). City Manager

SERIES: 23060

TITLE: Board of Adjustment resolutions

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23300

3

TITLE: Citizen's Storm Water Advisory Committee records

DATES: 1995-1996.

ARRANGEMENT: Alphabetical by subject, thereunder chronological by date.

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document an ad hoc committee formed to address the issues dealing with the formulation and creation of the storm water sewer utility. They also are used and to determine how storm drainage would be handled by Orem City in the future. Information includes list of committee members, meeting minutes, agendas and attachments, City Council briefings, correspondence, maps, news articles, drafts and resolutions.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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 permanently.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23300

TITLE: Citizen's Storm Water Advisory Committee records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23006

3

TITLE: City Council resolutions

DATES: 1966-

ARRANGEMENT: Numerical by resolution number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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

RETENTION:

Retain permanently in agency custody.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23006

TITLE: City Council resolutions

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 18,
Item 22.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23001

3

TITLE: Community Development Block Grant Citizens Advisory Committee meeting minutes

DATES: 1987-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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.

RETENTION:

Retain permanently by agency.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23001

TITLE: Community Development Block Grant Citizens Advisory Committee meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 27511

3

TITLE: Confidential memos from city manager to city council

DATES: 1997-

ARRANGEMENT: Chronological by Date

ANNUAL ACCUMULATION:

DESCRIPTION:

The function of this record series is to keep the city council aware of the issues going on in Orem City. The records include periodic memos to the Orem City Council from the city manager informing them of various issues in the city, which are of a confidential nature, and may include back up material for the various topics covered by the memos. These records may include personal information about individuals.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

Administrative

AGENCY: Orem (Utah). City Manager

SERIES: 27511

TITLE: Confidential memos from city manager to city council

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

Protected

AGENCY: Orem (Utah). City Manager

SERIES: 23161

3

TITLE: Council meeting tape recordings

DATES: ca. 1970-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are audio recordings of City Council meetings which are documented in records series 23006, City Council resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2011.

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.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

AGENCY: Orem (Utah). City Manager

SERIES: 23161

TITLE: Council meeting tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22997

3

TITLE: Historic Preservation Advisory Commission meeting minutes

DATES: 1991-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These minutes document the meetings of the Historical Preservation Advisory Commission, which works in an advisory capacity to the City Council in matters relating to history in Orem City. As per Article 2-21 of the City Code, their responsibilities include surveying and inventorying of community historic resources, reviewing proposed nominations to the National Register of Historic Places, review and comment to the State Historic Preservation Officer on all historic National Registry nominations in Orem, and inventorying historic and archeological sites within the community. They also work with grant money provided semi-annually by the State Division of History. The Commission consists of seven members appointed by the Mayor, one of whom is a City Council member. Information includes date time and place of the meeting, names of those in attendance and names of citizens speaking to the Commission.

RETENTION:

Retain in agency 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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22997

TITLE: Historic Preservation Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22982

3

TITLE: Human Relations Advisory Commission meeting minutes

DATES: 1992-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Minutes of regular, special, and emergency meetings of official municipal committee, 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.

RETENTION:

Retain in agency custody 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22982

TITLE: Human Relations Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

This disposition is based on the historical value of these
minutes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23299

3

TITLE: Impact Fees Committee meeting minutes

DATES: 1994-1995.

ARRANGEMENT: Chronological by month

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).

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 permanently.

Computer data files: Retain in Office permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23299

TITLE: Impact Fees Committee meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22983

3

TITLE: Library Advisory Commission meeting minutes

DATES: 1965-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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.

RETENTION:

Retain in agency custody 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22983

TITLE: Library Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

This disposition is based on the historical value of these
minutes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22984

3

TITLE: Mayoral Advisory Commission meeting minutes

DATES: 1998-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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 the 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.

RETENTION:

Retain in agency custody 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22984

TITLE: Mayoral Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23005

3

TITLE: Municipal Building Authority meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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.

RETENTION:

Retain permanently in agency custody.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23005

TITLE: Municipal Building Authority meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23159

3

TITLE: Municipal Building Authority meeting tape recordings

DATES: 1990-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the audio recordings of Municipal Building Authority meetings which are documented in records series 23005, Municipal Building Authority meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

AGENCY: Orem (Utah). City Manager

SERIES: 23159

TITLE: Municipal Building Authority meeting tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23043

3

TITLE: Municipal Building Authority resolutions

DATES: 1994-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are decisions in the form of resolutions passed by the Municipal Building Authority (MBA) of Orem City. The MBA receives its authority from UCA 17A-3-903 (2000), which states, "The governing body of a public body may organize a non-profit corporation as the building authority for the public body under this part,...solely for the purpose of accomplishing the public purposes for which the public body exists by acquiring, improving, or extending one or more projects and financing their costs on behalf of the public body." The MBA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text and chronological number assigned to each resolution.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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: Orem (Utah). City Manager

SERIES: 23043

TITLE: Municipal Building Authority resolutions

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23291

3

TITLE: Notary services journal

DATES: 1998-

ARRANGEMENT: Numerical by entry number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a journal of notary services performed by the administrative secretary to public works. The records are maintained to document each use of notary services so the notary can prove that proper procedures were adhered to should there be a question regarding a notary transaction at some point in the future. Information includes signature of person requesting notary services, date and time notary service was performed, fee charged, type of document being notarized, type of notary act, signer's address, manner in which signer was identified and comments.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23291

TITLE: Notary services journal

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

This disposition is based on This disposition is based on the need of the notary public to provide proof of the correctness of any questioned transaction.

PRIMARY CLASSIFICATION:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23157

3

TITLE: Planning Commission meeting recordings

DATES: ca. 1978-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are audio recordings of Planning Commission meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

AGENCY: Orem (Utah). City Manager

SERIES: 23157

TITLE: Planning Commission meeting recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23014

3

TITLE: Planning Commission resolutions

DATES: 1990-

ARRANGEMENT: Chronological, thereunder by ordinance number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This records series consists of formal statements of resolutions, decisions or expressions of opinion put before or adopted by the Planning Commission. Included are approval of some items and recommendations for others which will be forwarded to the City Council for information purposes and final decision. Among the issues addressed are zoning ordinances and amendments to the zoning ordinances, and how the provisions of the zoning ordinances are administered.

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 Agency Record Center permanently.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23014

TITLE: Planning Commission resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 27566

3

TITLE: Plans, reports, and studies

DATES: 2010-

ARRANGEMENT: Chronological by year of issue

ANNUAL ACCUMULATION:

DESCRIPTION:

These are feasibility studies, master plans for streets, bike trails, etc, and other various reports compiled by staff regarding city projects. They include reports, maps, correspondence, etc.

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

AGENCY: Orem (Utah). City Manager

SERIES: 27566

TITLE: Plans, reports, and studies

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22985

3

TITLE: Recreation Advisory Commission meeting minutes

DATES: 1993-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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.

RETENTION:

Retain in agency custody 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22985

TITLE: Recreation Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22986

3

TITLE: Recycling Advisory Commission meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

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.

RETENTION:

Retain in agency custody 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22986

TITLE: Recycling Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23004

3

TITLE: Redevelopment Agency meeting minutes

DATES: 1994-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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.

RETENTION:

Retain in permanently in agency custody.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23004

TITLE: Redevelopment Agency meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23160

3

TITLE: Redevelopment Agency meeting tape recordings

DATES: 1994-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are audio recordings of Redevelopment Agency meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

AGENCY: Orem (Utah). City Manager

SERIES: 23160

TITLE: Redevelopment Agency meeting tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23034

3

TITLE: Redevelopment Agency resolutions

DATES: 1984-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are formal statements of decisions or expressions of opinion put before or adopted by the Redevelopment Agency (RDA). The RDA has architectural design approval over projects in city redevelopment areas, and appoints members of the Commission for Economic Development in Orem (CEDO) which reviews applications for redevelopment and provides recommendations to the RDA. The RDA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text, and chronological number assigned to each resolution.

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 permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 23034

TITLE: Redevelopment Agency resolutions

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 18,
Item 22.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23869

3

TITLE: Requests for proposals

DATES: 2001-

ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION:

Retain in office 2 years after decision.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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 after decision and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 9.

AGENCY: Orem (Utah). City Manager

SERIES: 23869

TITLE: Requests for proposals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23047

3

TITLE: Short term agreements

DATES: 1928-

ARRANGEMENT: Alphabetical by surname or business name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This records series consists of contractual agreements made by Orem City dealing with maintenance, purchasing and services provided by outside vendors. In most cases the contract is prepared in duplicate by the City. One is maintained by the City and the other is given to the other party to the contract. Examples of short term agreements are equipment maintenance and repair contracts, service agreements for copiers and carpet installation contracts. Information includes date of contract, names of contracting parties, date contract terms are to be met and contract stipulations.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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 for 3 years and then destroy.

AGENCY: Orem (Utah). City Manager

SERIES: 23047

TITLE: Short term agreements

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23295

3

TITLE: University Parkway/I-15 Rebuilding Interchange Steering Committee files

DATES: 1998.

ARRANGEMENT: Alphabetical by list data series

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document the activities of the 1200 South Interchange Steering Committee which was formed to interview and evaluate possible consultants and their written proposals. Included are minutes, culinary water master plan, interview agenda, consultant evaluations, memos, correspondence and project proposals from outside agencies.

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 Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Orem (Utah). City Manager

SERIES: 23295

TITLE: University Parkway/I-15 Rebuilding Interchange Steering Committee files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22987

3

TITLE: Youth City Council Advisory Commission meeting minutes

DATES: 1982-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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 of 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.

RETENTION:

Retain in agency 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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22987

TITLE: Youth City Council Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public