

Retention and Classification Report

Agency: Sandy (Utah). City Council (3051)

10000 centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

84972 Minutes
84867 Ordinances
28881 *Redevelopment Agency Board minutes

AGENCY: Sandy (Utah). City Council

SERIES: 84972

3

TITLE: Minutes

DATES: i 1893-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

This series contains the official record of regular and special City Council meetings. The records typically include such information as the date and time of the meeting, the names of council members present, and a summary of topics discussed and actions taken by the council.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

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

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as primary documentation of the issues handled and decision made by the City Council.

AGENCY: Sandy (Utah). City Council

SERIES: 84972

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Sandy (Utah). City Council

SERIES: 84867

3

TITLE: Ordinances

DATES: i 1893-

ARRANGEMENT: Chronological by date of adoption and numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as primary documentation of laws passed by the city council.

AGENCY: Sandy (Utah). City Council

SERIES: 84867

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sandy (Utah). City Council

SERIES: 28881

3

TITLE: Redevelopment Agency Board minutes

DATES: 1982-1993.

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/24/2016

FORMAT MANAGEMENT:

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

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as primary documentation of the issues handled and the actions taken by the RDA Board.

PRIMARY DESIGNATION:

Public