Retention and Classification Report

Agency: Brigham City (Utah). Planning Commission (3165)

20 n main st #A
Brigham City, UT 84302
(435)734-6612

Records Officer

23380 Minutes

AGENCY: Brigham City (Utah). Planning Commission

SERIES: 23380 4
TITLE: Minutes
DATES: 1956-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Utah law provides for the creation of municipal planning commissions to develop master plans for the physical development of the municipalities, create official maps, and approve all subdivisions and public construction (Laws of Utah, 1945, chapter 23). The Brigham City planning commission meets twice monthly. Planning commission meeting minutes provide the names of those present, date and time of meeting, and then present agenda of items to be discussed. The minutes summarize the planning commission's discussion. At each meeting the planning commission addresses public requests first and then addresses issues relating to general planning as time permits. While early minutes contain information about developing a master plan, the bulk of information in more recent minutes is about specific development and subdivision requests. The planning commission has considered numerous conditional use permit requests or the requests of individuals to use their residences for business or commercial purposes. Minutes for the 1990s include the city engineer's comments and meeting minutes for staff review as well as planning commission minutes. Staff review provides the approval of the building inspector and other concerned city officials before a matter is considered by the planning commission.

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.

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TITLE: Minutes

(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.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

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

Brigham City planning commission minutes provide information about city planning as well as details subdivision development and many specific building projects.

PRIMARY CLASSIFICATION:

Public