

# Retention and Classification Report

**Agency:** Cottonwood Heights (Utah) (3232)  
1265 East Fort Union Blvd.  
Cottonwood Heights, UT 84047

**Records Officer:** Linda Dunavy

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**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25759

3

**TITLE:** Adopted master plans

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name

**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

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25759

**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Paper: Retain in Office permanently or until superceded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25786

3

**TITLE:** As-Built construction plans and specifications

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name

**DESCRIPTION:**

These are the final plans and specifications for approved and constructed municipal buildings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 14.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25786

**TITLE:** As-Built construction plans and specifications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25790

3

**TITLE:** Board of adjustment minutes and indexes

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year

**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

**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 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25790

**TITLE:** Board of adjustment minutes and indexes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25749

3

**TITLE:** Building permit files

**DATES:** 2005-

**ARRANGEMENT:** chronological by year there under alphabetical by name

**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. These files also include construction reports.

**RETENTION:**

Retain permanent.

**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 Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

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

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.



**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25749

**TITLE:** Building permit files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25748

3

**TITLE:** Business license files

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health). These files also include beer license applications and certificates of the license.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25748

**TITLE:** Business license files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25760

3

**TITLE:** Conditional use permit records and indexes

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name

**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

**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 20, Item 2.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25760

**TITLE:** Conditional use permit records and indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25787

3

**TITLE:** Contract purchasing records

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name thereunder chronological by year

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION:**

Retain 6 years

**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 6 years after expiration of contract (UCA 78-12-23 (2) and then destroy.

**APPRAISAL:**

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 12.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25787

**TITLE:** Contract purchasing records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25751

3

**TITLE:** Council business files

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files. These files also include information from the public handed out at or prior to the meeting.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until need ends and then delete.



**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25751

**TITLE:** Council business files

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25741

3

**TITLE:** Council minutes

**DATES:** 2004-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office permanently.

Compact disc: Retain in Office for 1 year and then destroy.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25741

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 23.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25788

3

**TITLE:** Formal legal opinions

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder numerical by case number

**DESCRIPTION:**

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 4.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25788

**TITLE:** Formal legal opinions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25784

3

**TITLE:** Government records access and management act access requests

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

**RETENTION:**

Retain 1 year

**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 1 year and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 29.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25784

**TITLE:** Government records access and management act access requests

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2)(d)

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25742

3

**TITLE:** Grant files

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25789

3

**TITLE:** Informal legal opinions

**DATES:** 2005-

**ARRANGEMENT:** chronological by year thereunder numerical by case number

**DESCRIPTION:**

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 11.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25789

**TITLE:** Informal legal opinions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25753

3

**TITLE:** Nonresidential building plans

**DATES:** 2005-

**ARRANGEMENT:** Chronological by date

**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 7 years

**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 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25753

**TITLE:** Nonresidential building plans

(continued)

**APPRAISAL:**

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

Disposition based on these records serving as one of the few records of naturalization surviving from the court.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25785

3

**TITLE:** Notary bond files

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name

**DESCRIPTION:**

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

**RETENTION:**

Retain 1 year

**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 after expiration or renewal of bond and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 34.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25791

3

**TITLE:** Planning commission minutes

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year

**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

**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:** Cottonwood Heights (Utah)

**SERIES:** 25791

**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:** Cottonwood Heights (Utah)

**SERIES:** 25757

3

**TITLE:** Public buildings building plans

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name

**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

**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:** Cottonwood Heights (Utah)

**SERIES:** 25757

**TITLE:** Public buildings building plans

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25740

3

**TITLE:** Purchasing Records

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**DESCRIPTION:**

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor. These files also include requests for proposals and unopened bids and proposals.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 11.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25758

3

**TITLE:** Residential building plans

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year there under alphabetical by name

**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.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25758

**TITLE:** Residential building plans

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305 (36)

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25761

3

**TITLE:** Rezoning records and indexes

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25761

**TITLE:** Rezoning records and indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25762

3

**TITLE:** Site review planning records

**DATES:** 2005-

**ARRANGEMENT:** Chronological by year thereunder alphabetical by name

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25762

**TITLE:** Site review planning records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25763

3

**TITLE:** Subdivision review case files

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Cottonwood Heights (Utah)

**SERIES:** 25763

**TITLE:** Subdivision review case files

(continued)

**PRIMARY CLASSIFICATION:**

Public