

# Retention and Classification Report

**Agency:** Farmington (Utah) (371)

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801 451-2383

**Records Officer:** Holly Gadd

14468 \*Building permits  
11863 Council business packet files  
11860 Council minutes  
11861 \*Planning Commission minutes  
14401 \*Residential building plans

**AGENCY:** Farmington (Utah)

**SERIES:** 14468

3

**TITLE:** Building permits

**DATES:** 1976-1993.

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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:** Farmington (Utah)

**SERIES:** 14468

**TITLE:** Building permits

(continued)

**APPRAISAL:**

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

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

**AGENCY:** Farmington (Utah)

**SERIES:** 11863

3

**TITLE:** Council business packet files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**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, maps and plans, polices drafts, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

**RETENTION:**

Retain until microfilmed.

**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 for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Farmington (Utah)

**SERIES:** 11863

**TITLE:** Council business packet files

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Farmington (Utah)

**SERIES:** 11860

3

**TITLE:** Council minutes

**DATES:** 1906-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**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 for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Farmington (Utah)

**SERIES:** 11860

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

This disposition is based on, Schedule 0, Item 0.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Farmington (Utah)

**SERIES:** 11861

3

**TITLE:** Planning Commission minutes

**DATES:** 1952-1977.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are of meetings and hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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



**AGENCY:** Farmington (Utah)

**SERIES:** 11861

**TITLE:** Planning Commission minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Farmington (Utah)

**SERIES:** 14401

3

**TITLE:** Residential building plans

**DATES:** 1984-1994.

**ARRANGEMENT:**

**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 of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain 1 year after completion of construction and final inspection.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 transfer to State Archives with authority to weed.

**AGENCY:** Farmington (Utah)

**SERIES:** 14401

**TITLE:** Residential building plans

(continued)

**APPRAISAL:**

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