

# Retention and Classification Report

**Agency:** Grantsville (Utah) (429)

429 East Main Street  
Grantsville, UT 84029  
435 884-3411

**Records Officer:** Brett Anderson

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**AGENCY:** Grantsville (Utah)

**SERIES:** 3767

3

**TITLE:** Accounting ledgers

**DATES:** 1870-1900.

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

**DESCRIPTION:**

In archives custody are two early volumes: Receipt Book and License Record (March 11, 1870, to March 1, 1878), and Accounting Ledger (January 1879 to July 1900).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the city's finances, policies, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26317

3

**TITLE:** Adopted master plans

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**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; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). 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 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

**AUTHORIZED:** 08/31/2006

**AGENCY:** Grantsville (Utah)

**SERIES:** 26317

**TITLE:** Adopted master plans

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26308

3

**TITLE:** Annexation

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26301

3

**TITLE:** Annual budget

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Fiscal Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26325

3

**TITLE:** Annual report

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for calendar year beginning the next January 1" (UCA 17A-2-1217(1) (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26325

**TITLE:** Annual report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26338

3

**TITLE:** Appointment files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 2.

**AUTHORIZED:** 09/22/2006

**FORMAT MANAGEMENT:**

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

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26302

3

**TITLE:** Audit reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical  
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Grantsville (Utah)

**SERIES:** 26302

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26300

3

**TITLE:** Bond issue file

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 2.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26307

3

**TITLE:** Building permit files

**DATES:** 1977-

**ARRANGEMENT:** Chronological by year

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

**AUTHORIZED:** 04/01/2009

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Legal

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:** Grantsville (Utah)

**SERIES:** 26307

**TITLE:** Building permit files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26309

3

**TITLE:** Campaign financial disclosure statement files

**DATES:** 2000-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (2012). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over \$50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 3.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Fiscal Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26309

**TITLE:** Campaign financial disclosure statement files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 24295

4

**TITLE:** Cemetery burial cards

**DATES:** 1855-1991.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These cards document individual burials in the Grantsville City Cemetery. The cards include spaces for the grave location, the name of the deceased, birth date and birth place of the deceased, the names of the parents of the deceased, date of death, age at death, and name of spouse. Not all spaces are filled in for all individuals. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 07/18/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Grantsville (Utah)

**SERIES:** 24295

**TITLE:** Cemetery burial cards

(continued)

**APPRAISAL:**

Administrative Historical

These cards document burials in the Grantsville City Cemetery. They include information about deaths that precede the regular keeping of death records in Tooele County.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 6298

3

**TITLE:** Cemetery lot cards

**DATES:** 1856-

**ARRANGEMENT:** Numerical by lot number

**DESCRIPTION:**

These cards include the lot number, the number of spaces in the lot, and names of the individuals buried in graves on the lot. Occasional cards include the names of the owners and the date of burial for individual graves.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 02/19/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 24294

3

**TITLE:** Cemetery lot purchase records

**DATES:** 1968-

**ARRANGEMENT:** Alphabetical by name of owner

**DESCRIPTION:**

These cards include the name of the owner, the lot owned, and a listing of all financial transactions related to the purchase and upkeep of the lot.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26326

3

**TITLE:** Certification files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 3.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Grantsville (Utah)

**SERIES:** 26326

**TITLE:** Certification files

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26297

3

**TITLE:** City histories

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26341

3

**TITLE:** Community deveoplment block grant orginal application and final report

**DATES:** 1981-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 4.

**AUTHORIZED:** 10/03/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26341

**TITLE:** Community deveoplment block grant orginal application and final report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26315

3

**TITLE:** Conditional Use Permit Records and Indexes

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 2.

**AUTHORIZED:** 08/25/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26322

3

**TITLE:** Construction project files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26322

**TITLE:** Construction project files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26304

3

**TITLE:** Contracts

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**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 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 18.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 7 years after expiration of contract and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26304

**TITLE:** Contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 3678

3

**TITLE:** Council minutes

**DATES:** 1867-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

In these volumes are recorded minutes of city council meetings conducted in Grantsville. In archives custody are four early volumes dating from 1867 to 1911. The first covers the period from June 8, 1867, to April 20, 1872; the second volume spans September 9, 1871, to July 29, 1884; the third, August 1884 to March 1898; and the fourth, April 1898 to November 1911.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Council minutes document the actions and decisions of the City Council and function as a permanent record of city business.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Grantsville (Utah)

**SERIES:** 3678

**TITLE:** Council minutes

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Grantsville (Utah)

**SERIES:** 26314

3

**TITLE:** Council minutes

**DATES:** 1990-

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08/25/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26314

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 3650

3

**TITLE:** Day books

**DATES:** 1867-1910.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These three day books span the period from July 1867 to August 1882, September 1878 to November 1900, and October 1889 to January 1910.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

These volumes document the history of Grantsville during both the territorial and statehood periods.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26310

3

**TITLE:** Deed files

**DATES:** 1900-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26305

3

**TITLE:** Disaster planning files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 1.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Fiscal Legal

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305 (11)

**AGENCY:** Grantsville (Utah)

**SERIES:** 26340

3

**TITLE:** Drawing and diagrams

**DATES:** 1995-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

**AUTHORIZED:** 10/03/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Grantsville (Utah)

**SERIES:** 26340

**TITLE:** Drawing and diagrams

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26296

3

**TITLE:** Feasibility studies

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Historical

**AGENCY:** Grantsville (Utah)

**SERIES:** 26296

**TITLE:** Feasibility studies

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(11) &(22)

**AGENCY:** Grantsville (Utah)

**SERIES:** 26295

3

**TITLE:** Grant files original applications

**DATES:** 1990-

**ARRANGEMENT:** Numerical by number of grant

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26306

3

**TITLE:** Insurance policy files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 15 years after expiration of policy and then destroy.

Microfilm duplicate: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26306

**TITLE:** Insurance policy files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26324

3

**TITLE:** Interlocal agreements

**DATES:** 1934-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 34.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26327

3

**TITLE:** Litigation files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgements, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 9.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26327

**TITLE:** Litigation files

(continued)

**PRIMARY DESIGNATION:**

Protected 63G-2-305-33

**AGENCY:** Grantsville (Utah)

**SERIES:** 26321

3

**TITLE:** National pollutant discharge elimination system permits

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (2008)). This applies to municipalities with a population of 100,000 or greater.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 25.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26321

**TITLE:** National polutant discharge eleimination system permits

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26319

3

**TITLE:** Nonconforming use certificate records

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 18.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26319

**TITLE:** Nonconforming use certificate records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26350

3

**TITLE:** Nonresidential building plans

**DATES:** 1900-

**ARRANGEMENT:** Numerical by permit number

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

**AUTHORIZED:** 05/22/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Grantsville (Utah)

**SERIES:** 26350

**TITLE:** Nonresidential building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26311

3

**TITLE:** Oaths of office

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 18.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26312

3

**TITLE:** ORDINANCES

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 3702

3

**TITLE:** Ordinances

**DATES:** 1879-

**ARRANGEMENT:** Chronological, thereunder numerical by title and article number.

**DESCRIPTION:**

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city of the 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 State 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. In archives custody are two early volumes. A volume of handwritten ordinances covers the period from 1879-1889. The second is printed volume of revised ordinances dated 1899.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the city's procedures, laws, and function. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Grantsville (Utah)

**SERIES:** 3702

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26294

3

**TITLE:** Payroll records

**DATES:** 1961-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then destroy.

**AGENCY:** Grantsville (Utah)

**SERIES:** 26294

**TITLE:** Payroll records

(continued)

**APPRAISAL:**

Fiscal Legal

**PRIMARY DESIGNATION:**

Private 63G-2-302 (1)&(2)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26402

3

**TITLE:** Planning commission minutes

**DATES:** 1990-

**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 permanent

**DISPOSITION:**

.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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

**AGENCY:** Grantsville (Utah)

**SERIES:** 26402

**TITLE:** Planning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26318

3

**TITLE:** Planning study reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26318

**TITLE:** Plannning study reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26298

3

**TITLE:** Policy and procedures manuals

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 03/11/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26328

3

**TITLE:** Preliminary plan reports for RDA

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206) (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 11.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Grantsville (Utah)

**SERIES:** 26328

**TITLE:** Preliminary plan reports for RDA

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26351

3

**TITLE:** Public buildings (municipal and county) building plans

**DATES:** 1900-

**ARRANGEMENT:** Numerical by permit number

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 5.

**AUTHORIZED:** 10/17/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Grantsville (Utah)

**SERIES:** 26351

**TITLE:** Public buildings (municipal and county) building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26299

3

**TITLE:** Public release files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 20.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 3768

3

**TITLE:** Redeemed warrants

**DATES:** 1897-1906.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

In archives custody is one early volume labeled "Payments-Dec. 1897", which was used to record redeemed warrants. Information includes date of issue, date redeemed, name of person to whom issued, reason, warrant number, and amount of warrant.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the city's finances, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26313

3

**TITLE:** Resolutions

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 08/24/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Fiscal Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Grantsville (Utah)

**SERIES:** 26313

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26440

3

**TITLE:** Rezoning records and indexes

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 5.

**AUTHORIZED:** 01/26/2007

**FORMAT MANAGEMENT:**

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26316

3

**TITLE:** Subdivision review case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

**AUTHORIZED:** 08/25/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26303

3

**TITLE:** Successful bid proposal files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

**AUTHORIZED:** 08/24/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26303

**TITLE:** Successful bid proposal files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26323

3

**TITLE:** Survey drawings

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 22.

**AUTHORIZED:** 08/31/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Grantsville (Utah)

**SERIES:** 26323

**TITLE:** Survey drawings

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26320

1

**TITLE:** Unclaimed property files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grantsville (Utah)

**SERIES:** 26352

3

**TITLE:** Zoning maps

**DATES:** 1900-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 12.

**AUTHORIZED:** 10/20/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public