

# Retention and Classification Report

**Agency:** Lehi (Utah) (585)

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**Records Officer:** Alyson Alger

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**AGENCY:** Lehi (Utah)

**SERIES:** 13748

1

**TITLE:** Accounts payable records

**DATES:** 1872-1896.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Fiscal Historical

This disposition is based on that these are territorial records.

**AGENCY:** Lehi (Utah)

**SERIES:** 13748

**TITLE:** Accounts payable records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 14172

3

**TITLE:** Administrative records

**DATES:** 1951-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

schedule based on administrative need

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Lehi (Utah)

**SERIES:** 13749

3

**TITLE:** City officials register

**DATES:** 1906-1915.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This register contains a listing of all elected and appointed city officials. It is used for reference purposes. It includes the name of the elected or appointed official, residence, office, date of election or appointment, beginning and ending term dates, amount of bond posted, name of sureties and remarks (usually date of resignation or date of death).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 11.

**AUTHORIZED:** 03/03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Historical

**AGENCY:** Lehi (Utah)

**SERIES:** 13749

**TITLE:** City officials register

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 13742

3

**TITLE:** Council minutes

**DATES:** 1853-

**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. In the first book of minutes there is a small diary of a man crossing the plains west in 1853. In the second book of minutes the first part of the book is water damaged and the information is lost (1877 to 1882).

**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 59.

**AUTHORIZED:** 03/03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

**AGENCY:** Lehi (Utah)

**SERIES:** 13742

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 14174

3

**TITLE:** General ledgers

**DATES:** 1952-1953; 1961-1968.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/02/1994

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

**AGENCY:** Lehi (Utah)

**SERIES:** 13725

3

**TITLE:** Justice court dockets and indexes

**DATES:** 1892-1895.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This volume contains information about civil and criminal matters heard by the justice court. In the front and back pages of one of these books is a listing of marriages from 1872 to 1892 performed by the Justice of the Peace.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Historical Legal

This disposition is based on that these are Territorial records.

**AGENCY:** Lehi (Utah)

**SERIES:** 13725

**TITLE:** Justice court dockets and indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 13739

3

**TITLE:** License registers

**DATES:** 1909-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

**AUTHORIZED:** 03/03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office 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.

**APPRAISAL:**

**AGENCY:** Lehi (Utah)

**SERIES:** 13739

**TITLE:** License registers

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 10049

3

**TITLE:** Nonresidential building plans

**DATES:** 1978-

**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 of 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 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 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

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

**APPRAISAL:**

Historical

These building plans would not normally have permanent retention, but are being preserved as a representative sample.

**AGENCY:** Lehi (Utah)

**SERIES:** 10049

**TITLE:** Nonresidential building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 84917

4

**TITLE:** Ordinances

**DATES:** i 1919-1965.

**ARRANGEMENT:** Numerical by ordinance number.

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/05/2010

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1919 through 1965.  
Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal  
Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 13741

3

**TITLE:** Ordinances and resolutions

**DATES:** 1862-

**ARRANGEMENT:** Chronological

**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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/03/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical Legal

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

**AGENCY:** Lehi (Utah)

**SERIES:** 13741

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 14175

3

**TITLE:** Patient case files

**DATES:** 1953-1968.

**ARRANGEMENT:** Alphabetical by patient's surname.

**DESCRIPTION:**

The patient case files were created by the various medical personnel that had contact with the patient: doctors, nurses, pathologists, and sometimes medical insurance personnel. They are the cumulative history of a given patient's stay in the hospital. For many patients there is more than one case file, indicating that a new file was created every time the patient sought medical care from the system.

The case files may include any of the following types of documents: admission and discharge records, condition of admission forms, lab reports, medication records, charts, medical histories, anesthesia records, nurses reports, prescription forms, consent forms, EKG graphs, and summary indexes to the case file. The nurses' reports are the most informative in that they give an hourly update on the patient's status and other data concerning the patient's comments, state of mind, and visitors.

**RETENTION:**

Retain 100 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These case files would not normally have permanent retention, but are being preserved as a representative sample.

**AGENCY:** Lehi (Utah)

**SERIES:** 14175

**TITLE:** Patient case files

(continued)

**PRIMARY DESIGNATION:**

Private

Access limited to patient/doctor for 100 years (children), 75 years (adults) under GRAMA. May be permanently restricted under federal HIPAA.

**SECONDARY DESIGNATION(S):**

Controlled

**AGENCY:** Lehi (Utah)

**SERIES:** 14173

3

**TITLE:** Patient logs

**DATES:** 1952-1953; 1960-1967.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Includes patient registers, temperature logs, EKG registers, and narcotic logs.

**RETENTION:**

Retain 100 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These patient logs would not normally have permanent retention, but are being preserved as a representative sample.

**PRIMARY DESIGNATION:**

Private      Access limited to patient/doctor for 100 years (children), 75 years (adults). May be permanently restricted under federal HIPAA.

**SECONDARY DESIGNATION(S):**

Controlled

**AGENCY:** Lehi (Utah)

**SERIES:** 25201

3

**TITLE:** Publications

**DATES:** 1997-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

Includes "A Guide to Lehi City's Historical Sites and Places" published by the Lehi Historical Preservation Commission and funded by grants from the Utah State Historical Society and Lehi City Corporation (1997).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lehi (Utah)

**SERIES:** 10050

3

**TITLE:** Residential building plans

**DATES:** 1978-

**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 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.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These building plans would not normally have permanent retention, but are being preserved as a representative sample.

**AGENCY:** Lehi (Utah)

**SERIES:** 10050

**TITLE:** Residential building plans

(continued)

**PRIMARY DESIGNATION:**

Public