

Retention and Classification Report

Agency: Nibley (Utah) (696)

Nibley City Hall
625 West 3200 South
Nibley, UT 84321
435 752-0431

Records Officer: David Zook

28785	As-built road construction plans
28806	Building permits
23562	Council minutes
23607	Ordinances
28758	Plat maps
28786	Public building plans

AGENCY: Nibley (Utah)

SERIES: 28785

3

TITLE: As-built road construction plans

DATES: 1970-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records support the Planning and Zoning Commissions function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records are drawings for the construction and modification of roadways and are used to determine code compliance and set the quality standard. Information includes specifications and approvals for projects.

RETENTION:

Retain 5 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: 12/10/2015

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are of historical interest as they document the transportation infrastructure of the agency.

AGENCY: Nibley (Utah)

SERIES: 28785

TITLE: As-built road construction plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Nibley (Utah)

SERIES: 28806

3

TITLE: Building permits

DATES: 1936-

ARRANGEMENT: Chronological by year thereunder by month

DESCRIPTION:

These records support the agency's function to approve the construction or alteration of a structure. Records document the submission, review, and final approval of permit applications. Information includes the petitioner's and contractor's contact information, inspection reports, cost of associated fees, as well as a brief project description.

RETENTION:

Retain 3 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 MUN 16, Item 2.

AUTHORIZED: 01/14/2016

FORMAT MANAGEMENT:

Paper: For records prior to and including 2019. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2019 and continuing to the present. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records are of historical value as they document the development of the city's infrastructure.

AGENCY: Nibley (Utah)

SERIES: 28806

TITLE: Building permits

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Nibley (Utah)

SERIES: 23562

3

TITLE: Council minutes

DATES: 1936-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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). Also includes some minutes of the Planning and Zoning Commission and Board of Adjustment.

RETENTION:

Retain in office.

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: 02/05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Nibley (Utah)

SERIES: 23562

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Nibley (Utah)

SERIES: 23607

3

TITLE: Ordinances

DATES: 1936-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

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:

Retain 100 years

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: 02/28/2001

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: Nibley (Utah)

SERIES: 23607

TITLE: Ordinances

(continued)

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: Nibley (Utah)

SERIES: 28758

3

TITLE: Plat maps

DATES: 1970-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the Planning and Zoning Commission's function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records document the developmental history of the municipality and are used to determine code compliance and set quality standards. Information includes specifications and approvals for business park and subdivision land developments.

RETENTION:

Retain 5 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 MUN 20, Item 7.

AUTHORIZED: 12/10/2015

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are of historical interest as they document the creation and history of business parks and subdivisions in the municipality.

AGENCY: Nibley (Utah)

SERIES: 28758

TITLE: Plat maps

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Nibley (Utah)

SERIES: 28786

3

TITLE: Public building plans

DATES: 1970-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the Planning and Zoning Commissions function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records are blueprints and specifications for public buildings and are used to determine code compliance and set the quality standard. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor.

RETENTION:

Retain 5 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 MUN 16, Item 5.

AUTHORIZED: 12/10/2015

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

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

APPRAISAL:

Administrative Historical

These records are of historical interest as they provide structural information and specifications for government facilities.

AGENCY: Nibley (Utah)

SERIES: 28786

TITLE: Public building plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.