

Retention and Classification Report

Agency: Ogden (Utah). City Engineer (728)
2540 Washington Blvd.
Ogden, UT 84401

Records Officer

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85158 Drawings and diagrams
06911 *Engineering maps
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13560 House number assignments books
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AGENCY: Ogden (Utah). City Engineer

SERIES: 5722

3

TITLE: Correspondence

DATES: 1913-1933.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains assorted correspondence from the Ogden Engineers office.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 85158

4

TITLE: Drawings and diagrams

DATES: i 1968-

ARRANGEMENT: Numerical by drawing number.

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. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 until microfilmed and then retain originals 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.

AGENCY: Ogden (Utah). City Engineer

SERIES: 6911

3

TITLE: Engineering maps

DATES: 1984-1986.

ARRANGEMENT: Alphabetical by type of map

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 until microfilmed.

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 until microfilmed and then return to creating agency.

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

AGENCY: Ogden (Utah). City Engineer

SERIES: 6911

TITLE: Engineering maps

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 5664

3

TITLE: Engineers annual reports

DATES: 1916-1925.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). City Engineer

SERIES: 13560

3

TITLE: House number assignments books

DATES: 1952-

ARRANGEMENT: numerical by book number

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

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

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

AGENCY: Ogden (Utah). City Engineer

SERIES: 13560

TITLE: House number assignments books

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 85144

3

TITLE: Informational maps and plats

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-ways, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

Microfilm duplicate: Retain in State Archives permanently.

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

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

APPRAISAL:

Historical

The plat map book provides a historical snapshot of land ownership in Weber County.

AGENCY: Ogden (Utah). City Engineer

SERIES: 85144

TITLE: Informational maps and plats

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 5941

3

TITLE: Mount Ogden Memorial Park Masoleum drawing.

DATES: 1934.

ARRANGEMENT: none

DESCRIPTION:

Dedication plat.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

AGENCY: Ogden (Utah). City Engineer

SERIES: 5654

3

TITLE: Records

DATES: 1916-1930.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). City Engineer

SERIES: 84935

4

TITLE: Sewer applications

DATES: i 1891-1963.

ARRANGEMENT: Numerical by permit number

DESCRIPTION:

Each new building must apply for sewer privileges that will allow the owner to join the city sewer system. Each application indicates street address, date, owner, and the name of the plumber that will install the piping.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

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

AGENCY: Ogden (Utah). City Engineer

SERIES: 85084

4

TITLE: Sewer plats

DATES: undated

ARRANGEMENT: Numerical by plat number.

DESCRIPTION:

The sewer system in Ogden is mapped out to show each plat and its connecting pipelines. Each plat is numbered and corresponds with a street address. Several plats make up a sewer district by which the city manages the sewer system.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Ogden (Utah). City Engineer

SERIES: 85215

4

TITLE: Special assessment plats

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

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.

Microfilm master: Retain in State Records Center for 5 years after district is completed and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public