Retention and Classification Report

Agency: Ogden (Utah). City Recorder (731)

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Ogden, UT 84401-2319
435-629-2319

Records Officer

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AGENCY: Ogden (Utah). City Recorder

SERIES: 18487 3
TITLE: Annexation files
DATES:
ARRANGEMENT:
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 to 424).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 and then may be transferred to the State Archives.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18490 3
TITLE: Annual budget files
DATES:
ARRANGEMENT:
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) (1995)). "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 (1995)).

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 11/01/1996.

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.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18490
TITLE: Annual budget files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18488 3
TITLE: Audit reports
DATES:
ARRANGEMENT:
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 51-2-3 (1995)). 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) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18488
TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 27190 3
TITLE: Birth register
DATES: 1890-1905.
ARRANGEMENT: Chronological by date of report.

DESCRIPTION:

This Ogden City birth register includes only births that occurred in Ogden. Information in the register includes date of birth, name and address of parents, color (black or white), sex, whether stillborn or live birth, name of attending physician, and remarks. In addition to the register, the clerk collected a number of birth certificates and affidavits confirming birth dates, some of which occurred before 1890. These were interleafed and taped to the pages of the original register. Later, the office created a typewritten copy of the register.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

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.

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

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

Digital image: Retain in State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). City Recorder

SERIES: 27190
TITLE: Birth register

(continued)

APPRAISAL:
Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18519 3
TITLE: Board of Equalization and Review minutes (Special Assessment)
DATES:
ARRANGEMENT:
DESCRIPTION:

These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the governing body or, at the option of the governing body of any municipality, consisting of the municipal recorder or a designee, the municipal engineer or public works director or a designee, or the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that tract, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality. (UCA 17A-3-317)

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18519
TITLE: Board of Equalization and Review minutes (Special Assessment)

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 1.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18489 3
TITLE: Bond issue files
DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9734 3
TITLE: Burial permits
DATES: 1974-1990.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 4.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9734
TITLE: Burial permits

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18491 3
TITLE: Business license registers

DATES:
ARRANGEMENT: Chronological by date.
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 permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:
Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 4.

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18491
TITLE: Business license registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 5688 3
TITLE: Calendars
DATES: 1912-1930.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Recorder's Calendars document the official actions taken by the Ogden City Commission and include record of petitions, communications and reports to the board of commissioners, referrals to other city departments, dates of actions taken, final actions of the commission, date of final actions, and comments or pertinent remarks.

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

Records are historically useful for documenting the operation of the agency and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18492 3
TITLE: Campaign financial disclosure statement files
DATES:
ARRANGEMENT:
DESCRIPTION:

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1996). 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:

Retain for 5 years and then transfer to Archives for sampling purposes.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 3.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18492
TITLE: Campaign financial disclosure statement files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 5740 3
TITLE: Cash books
DATES: 1883-1891.
ARRANGEMENT: chronological
DESCRIPTION:

This report is a daily record of cash balances, receipts, and disbursements.

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 Records Center for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9716 3
TITLE: Cemetery and property deeds

DATES: 1941-
ARRANGEMENT: Numerical by assigned number.
DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain until microfilmed.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1997.

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 9716
TITLE: Cemetery and property deeds

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9727 3
TITLE: Cemetery plot index records

DATES: 1990-
ARRANGEMENT: Alphabetical.
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION:

Retain until microfilmed.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9727
TITLE: Cemetery plot index records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9732 3
TITLE: City Council correspondence

DATES: 1951-1990.
ARRANGEMENT: Chronological.
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain until microfilmed.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 9732
TITLE: City Council correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18512 3
TITLE: Civil Service Commission appeal hearings
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18751 3
TITLE: Civil Service Commission business files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9729 3
TITLE: Civil service minutes, correspondence, and indexes
DATES: 1920-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9729
TITLE: Civil service minutes, correspondence, and indexes

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18513 3
TITLE: Claim petition files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain for 6 years provided no litigation is pending.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 6 years and then destroy provided no litigation is pending.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18513
TITLE: Claim petition files

(continued)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d)

AGENCY: Ogden (Utah). City Recorder

SERIES: 9731 3
TITLE: Closed and executive council meeting minutes
DATES: 1966-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9731
TITLE: Closed and executive council meeting minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(31)

SECONDARY CLASSIFICATION(S):

Public. Once litigation has been completed

AGENCY: Ogden (Utah). City Recorder

SERIES: 18514 3
TITLE: Committee appointment files

DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18494 3
TITLE: Committee minutes
DATES:
ARRANGEMENT:
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. They may also include an official agenda. (See Internal committee records).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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: For records beginning in 1870 through 1896. Retain in State Archives permanently and then microfilm.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18495 3
TITLE: Contracts and agreements
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain official agreements enforceable by law to acquire or incur services and/or products. Files may also include ordinances, bonds, job specification books, and related correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 5321 3
TITLE: Correspondence
DATES: 1870-1957.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These records were transferred to the state archives form Ogden City as historic time period files dated 1870 to 1957. The types of records vary in each box and contain such records as: water master reports, ordinances, tax collection certificates, blue prints, city engineer reports, certificates of elections, bonds, licenses, accounts and bills, plumber and cigarette deals bonds, oaths of office, budgets, and general correspondence.

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 Recorder

SERIES: 4446 3
TITLE: Correspondence book
DATES: 1891-1892.
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 Recorder

SERIES: 6066 3
TITLE: Correspondence index
DATES: 1904-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 8.

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18496 3
TITLE: Council agendas
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain for 2 years or until admininistrative need ends, if not part of official minutes.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years or until administrative need ends, if not part of minutes and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18497 3
TITLE: Council business files
DATES:
ARRANGEMENT: Chronological by date.

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain for 10 years or until administrative need ends, whichever occurs later

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years or until administrative need ends, whichever occurs later and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 18497
TITLE: Council business files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 27191 3
TITLE: Death registers
DATES: 1890-1899.
ARRANGEMENT: Chronological and alphabetical
DESCRIPTION:

Ogden City kept death registers to record information about deaths that occurred in Ogden. Information in the registers includes decedent's name, residence, when and where born, age, color (black or white), death date, cause of death, name of attending physician, and remarks.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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.

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

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

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 25, Item 24.

This series includes some of the oldest official death records in Utah. It contains historical and vital records that provides broad socio-economic data of importance to historians and genealogists.

AGENCY: Ogden (Utah). City Recorder

SERIES: 27191
TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 27192 3
TITLE: Death returns and certificates
DATES: 1900-1957.
ARRANGEMENT: Chronological by reporting date or roughly by death date.
DESCRIPTION:

Ogden City began keeping a record called ?Return of a Death? in January 1900. These record books include a full page for each decedent which contains the following information: decedent?s name, color, sex, conjugal condition, date of death, date of birth, age, occupation, birth place, name and birthplace of parents, cause of death, place of death, last residence, length of time at last residence, and place of interment. This record not only includes persons who died in Ogden City, but also persons who died elsewhere but were transported to Ogden for burial. After the state began keeping death certificates the Ogden office substituted copies of death certificates in place of death returns in their record books. Ogden City death certificates are not exact copies of death certificates issued by Vital Records, but they contain the same information.

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.

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 Recorder

SERIES: 27192
TITLE: Death returns and certificates

(continued)

APPRAISAL:
Historical

This series has permanent historical value as documentation of deaths that occurred in Ogden.

PRIMARY CLASSIFICATION:

Public	Because the records in this series are over 50 years old, they are considered public under the provisions of Utah Code 26-2-22

AGENCY: Ogden (Utah). City Recorder

SERIES: 18498 3
TITLE: Deeds files
DATES: 1930-
ARRANGEMENT: Numerical by assigned number

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office 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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 5735 3
TITLE: Deeds register
DATES: 1896-1908.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This volume was used to record deeds for property in Ogden.

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

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18515 3
TITLE: Demolition records
DATES:
ARRANGEMENT:
DESCRIPTION:

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18754 3
TITLE: Disclosure of Private Business Interest statements
DATES: 1980-
ARRANGEMENT: Numerical by file and document number
DESCRIPTION:

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (1995) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION:

Retain for 10 years after termination of municipal employment/appointment.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 10 years after termination of municipal employment/appointment and then destroy.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18754
TITLE: Disclosure of Private Business Interest statements

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 36.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18499 3
TITLE: Easement files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18500 3
TITLE: Election ballots
DATES:
ARRANGEMENT:
DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1995)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1995)).

RETENTION:

Retain for 22 months after the election or until time has expired during which the ballots could be used in an election.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 22 months after the election or until time has expired during which ballots are used and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 12.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18500
TITLE: Election ballots

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Ogden (Utah). City Recorder

SERIES: 18501 3
TITLE: Election canvasses
DATES:
ARRANGEMENT:
DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18502 3
TITLE: Election records
DATES:
ARRANGEMENT:
DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202).

RETENTION:

Retain for 22 months after the election.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 22 months after the election and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18503 3
TITLE: Election returns
DATES:
ARRANGEMENT:
DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION:

Retain for 22 months after an election.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 22 months after an election and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18749 3
TITLE: Employee handbooks
DATES: 1996-
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18749
TITLE: Employee handbooks

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18748 3
TITLE: Executive orders/administrative orders
DATES: 1992-
ARRANGEMENT: Numerical by file and document number
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18748
TITLE: Executive orders/administrative orders

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18504 3
TITLE: Finding aids
DATES:
ARRANGEMENT:
DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain until records to which they pertained are destroyed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 records to which they pertained are destroyed and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 5.

These are necessary to access records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18516 3
TITLE: Grant files
DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18517 3
TITLE: Grievance and disciplinary case files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 years after case is closed

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18517
TITLE: Grievance and disciplinary case files

(continued)

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302(1)(b) UCA 63G-2-302(2)(a)
Controlled.	UCA 63G-2-304(1)
Protected.	UCA 63G-2-305(8)(a)(b)

AGENCY: Ogden (Utah). City Recorder

SERIES: 18505 3
TITLE: Hearing files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18518 3
TITLE: Interment/Disinterment registers
DATES:
ARRANGEMENT:
DESCRIPTION:

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 permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18521 3
TITLE: Joint Mayor/City Council resolutions
DATES:
ARRANGEMENT:
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).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18506 3
TITLE: Lease files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 4 years after contract expires.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 4 years after contract expires and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 17.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18506
TITLE: Lease files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18752 3
TITLE: Mayor Administrative Review business files
DATES: 1992-
ARRANGEMENT: Numerical by file and document numbers
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18115 3
TITLE: Mayor's Administrative Review minutes
DATES: 1992-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. They may also include an official agenda. (See Internal committee records).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18115
TITLE: Mayor's Administrative Review minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 27746 3
TITLE: Mayors photographs
DATES: 1851-
ARRANGEMENT: Chronological by date of administration
DESCRIPTION:

The photographs in this series were gathered for display in the Ogden City Offices. Some portraits are original while others may be copies created specifically for the exhibit.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

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

Digital image: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

This series provides valuable documentation of the people who have served as mayor of Ogden City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18520 3
TITLE: News releases
DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18523 3
TITLE: Notices of intention
DATES:
ARRANGEMENT:
DESCRIPTION:

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created (UCA 17A-3-305 thru 17A-3-306 (1997)).

RETENTION:

Retain for 2 years after final payment made.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 for 2 years after final payment made and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18507 3
TITLE: Oaths

DATES:
ARRANGEMENT:
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).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

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

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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18507
TITLE: Oaths

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 5653 3
TITLE: Official bonds
DATES: 1911-1930.
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 Recorder

SERIES: 9730 3
TITLE: Ordinances
DATES: 1870-
ARRANGEMENT: Chronological by date.
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 until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year or 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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9730
TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18508 3
TITLE: Petitions
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives.

DISPOSITION:

.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 4091 3
TITLE: Plat map books
DATES:
ARRANGEMENT: Alphanumerical
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-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 8.

The disposition of these records is based on the administrative and historical need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18509 3
TITLE: Policies and procedures
DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18509
TITLE: Policies and procedures

(continued)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(10)

AGENCY: Ogden (Utah). City Recorder

SERIES: 18526 3
TITLE: Policy and program development records
DATES:
ARRANGEMENT:
DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18750 3
TITLE: Proclamations
DATES: 1851-
ARRANGEMENT: Numerical by file and document number
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18750
TITLE: Proclamations

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18510 3
TITLE: Proof of publication
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

RETENTION:

Retain for 6 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 85216 4
TITLE: Property tax register
DATES: s 1869.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This register records the payment of property tax for city lots or farming land in the Ogden area. Information includes name of the owner of the property, and amount of payment.

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: For records beginning in 1869 through 1869. Retain in State Archives permanently.

APPRAISAL:

Historical

Disposition based on the permanent nature of tax and land records and their legal and historic value in helping determine land and/or water rights.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18524 3
TITLE: Protest files
DATES:
ARRANGEMENT:
DESCRIPTION:

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION:

Retain for 2 years after resolution or end of all litigation.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 for 2 years after resolution or end of all litigation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18114 3
TITLE: Resolutions
DATES: 1960-
ARRANGEMENT: Chronological by date.
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).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year or 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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18114
TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18522 3
TITLE: Rezoning files
DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18493 3
TITLE: Scrapbooks
DATES:
ARRANGEMENT:
DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18525 3
TITLE: Subdivision approval files

DATES:
ARRANGEMENT:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18511 3
TITLE: Technical reference files
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.

PRIMARY CLASSIFICATION:

Public