

Retention and Classification Report

Agency: Park City (Utah). Public Works (772)

1053 Iron Horse Drive
Park City, UT 84060
435 615-5000

Records Officer: Loretta Haslock

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AGENCY: Park City (Utah). Public Works

SERIES: 21662

3

TITLE: As-built construction drawings

DATES: 1977-

ARRANGEMENT: Numerical

DESCRIPTION:

These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.

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 22, Item 9.

AGENCY: Park City (Utah). Public Works

SERIES: 21662

TITLE: As-built construction drawings

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21663

3

TITLE: Backflow prevention test reports

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION:

Retain 3 years, after subsequent test.

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 3 years after subsequent test and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 1.

AGENCY: Park City (Utah). Public Works

SERIES: 21663

TITLE: Backflow prevention test reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(a) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21664

3

TITLE: Bacteriological quality analyses reports

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION:

Retain 5 years, after subsequent test.

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 5 years after subsequent test and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 2.

AGENCY: Park City (Utah). Public Works

SERIES: 21664

TITLE: Bacteriological quality analyses reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 5373

4

TITLE: Bill and collection registers

DATES: i 1911-1946.

ARRANGEMENT: geographic by street, thereunder by side of street (odd or even),
thereunder numerical by house number

DESCRIPTION:

These registers record the payment of city water fees and includes the owners address, amount charged (including tax), and amount of payment.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

Microfilm duplicate: Retain in State Records Center for 3 years and then destroy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Park City (Utah). Public Works

SERIES: 5373

TITLE: Bill and collection registers

(continued)

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 4.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21665

3

TITLE: Billing adjustment records

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 3.

AGENCY: Park City (Utah). Public Works

SERIES: 21665

TITLE: Billing adjustment records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21666

3

TITLE: Billing register

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 4.

AGENCY: Park City (Utah). Public Works

SERIES: 21666

TITLE: Billing register

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21667

3

TITLE: Billing report printout

DATES: 1988-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 5.

AGENCY: Park City (Utah). Public Works

SERIES: 21667

TITLE: Billing report printout

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21700

3

TITLE: Capital project status report

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

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 for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 1.

AGENCY: Park City (Utah). Public Works

SERIES: 21700

TITLE: Capital project status report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21668

3

TITLE: Chemical/radiological analyses

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION:

Retain 10 years, after subsequent test.

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 10 years after subsequent test and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 6.

AGENCY: Park City (Utah). Public Works

SERIES: 21668

TITLE: Chemical/radiological analyses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21701

3

TITLE: Class "C" road funding project files

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain 3 years, after claim, audit, or litigation settled.

DISPOSITION:

Destroy.

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 for 3 years after claim, audit or litigation settled and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 2.

AGENCY: Park City (Utah). Public Works

SERIES: 21701

TITLE: Class "C" road funding project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21580

3

TITLE: Class rolls

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

RETENTION:

Retain 1 year.

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 8.

AGENCY: Park City (Utah). Public Works

SERIES: 21580

TITLE: Class rolls

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21703

3

TITLE: Concrete maintenance records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION:

Retain 7 years.

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 7 years and then destroy.

AGENCY: Park City (Utah). Public Works

SERIES: 21703

TITLE: Concrete maintenance records

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 26.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21670

3

TITLE: Connection books

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 8.

AGENCY: Park City (Utah). Public Works

SERIES: 21670

TITLE: Connection books

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21704

3

TITLE: Construction contract records

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION:

Retain 6 years, after expiration of contract.

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 after expiration of contract and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 27.

AGENCY: Park City (Utah). Public Works

SERIES: 21704

TITLE: Construction contract records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21581

3

TITLE: Construction project files

DATES: 1981-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION:

Retain permanently, may be transferred to the state archives after park closure.

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 19, Item 1.

AGENCY: Park City (Utah). Public Works

SERIES: 21581

TITLE: Construction project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21705

3

TITLE: Construction project files

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain permanently, may be transferred to state archives.

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 23, Item 13.

AGENCY: Park City (Utah). Public Works

SERIES: 21705

TITLE: Construction project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21671

3

TITLE: Cross connection control survey files

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION:

Retain 3 years, after destruction of premise.

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 3 years after destruction of premise and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 10.

AGENCY: Park City (Utah). Public Works

SERIES: 21671

TITLE: Cross connection control survey files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21672

3

TITLE: Customer application records

DATES: 1985-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain 3 years, after account closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years after account closed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 11.

AGENCY: Park City (Utah). Public Works

SERIES: 21672

TITLE: Customer application records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21673

3

TITLE: Customer deposit cards

DATES: 1997-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

RETENTION:

Retain 3 years, after account closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years after account closed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 12.

AGENCY: Park City (Utah). Public Works

SERIES: 21673

TITLE: Customer deposit cards

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21674

3

TITLE: Daily filter log

DATES:

ARRANGEMENT:

DESCRIPTION:

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21675

3

TITLE: Daily operation log

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 14.

AGENCY: Park City (Utah). Public Works

SERIES: 21675

TITLE: Daily operation log

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Park City (Utah). Public Works

SERIES: 21676

3

TITLE: Daily pump station well reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION:

Retain 2 years provided summary report is compiled.

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 2 years and then destroy provided summary report is compiled.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 15.

AGENCY: Park City (Utah). Public Works

SERIES: 21676

TITLE: Daily pump station well reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Park City (Utah). Public Works

SERIES: 21404

3

TITLE: Daily vehicle usage report

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

RETENTION:

Retain 3 years. Records are in electronic format.

DISPOSITION:

Destroy.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 2.

AGENCY: Park City (Utah). Public Works

SERIES: 21404

TITLE: Daily vehicle usage report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21706

3

TITLE: Delivery tickets

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 4.

AGENCY: Park City (Utah). Public Works

SERIES: 21706

TITLE: Delivery tickets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21677

3

TITLE: Discharge monitoring and water reclamation plant reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 16.

AGENCY: Park City (Utah). Public Works

SERIES: 21677

TITLE: Discharge monitoring and water reclamation plant reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21678

3

TITLE: Ditch flow daily records

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

RETENTION:

Retain 7 years, or 4 years after litigation is settled

DISPOSITION:

Destroy provided summary report is compiled.

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 7 years or until 4 years after litigation is settled and then destroy provided summary report is compiled.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 17.

AGENCY: Park City (Utah). Public Works

SERIES: 21678

TITLE: Ditch flow daily records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21679

3

TITLE: Ditch flow summary reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports summarize the amounts delivered to water companies. The summary information is compiled monthly and/or annually. The reports include name of company, date, amount of water delivered, and amount required.

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 22, Item 35.

AGENCY: Park City (Utah). Public Works

SERIES: 21679

TITLE: Ditch flow summary reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21707

3

TITLE: Drainage maintenance agreements

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION:

Retain 6 years, after expiration of agreement.

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 after expiration of agreement and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 28.

AGENCY: Park City (Utah). Public Works

SERIES: 21707

TITLE: Drainage maintenance agreements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21708

3

TITLE: Drainage system repair list

DATES: 1985-

ARRANGEMENT: Alphabetical by area name

DESCRIPTION:

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION:

Retain until superseded.

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 until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 5.

AGENCY: Park City (Utah). Public Works

SERIES: 21708

TITLE: Drainage system repair list

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21709

3

TITLE: Drawings and diagrams

DATES: 1985-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

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

RETENTION:

Retain permanently, may be transferred to the state archives.

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 23, Item 6.

AGENCY: Park City (Utah). Public Works

SERIES: 21709

TITLE: Drawings and diagrams

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21711

3

TITLE: Encroachment agreements

DATES: 1980-

ARRANGEMENT: Alphabetical, numerical

DESCRIPTION:

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION:

Retain 6 years, after contract revocation.

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 after contract revocation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 29.

AGENCY: Park City (Utah). Public Works

SERIES: 21711

TITLE: Encroachment agreements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21680

3

TITLE: Environmental protection agency (EPA) grant files

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

RETENTION:

Retain 3 years, after final audit.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years after final audit and then destroy.

APPRAISAL:

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

AGENCY: Park City (Utah). Public Works

SERIES: 21680

TITLE: Environmental protection agency (EPA) grant files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21712

3

TITLE: Excavation permit application

DATES: 1980-

ARRANGEMENT: Alphabetical, numerical

DESCRIPTION:

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION:

Retain 1 year, after expiration.

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 1 year after expiration and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 30.

AGENCY: Park City (Utah). Public Works

SERIES: 21712

TITLE: Excavation permit application

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21713

3

TITLE: Excavation permit billings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 31.

AGENCY: Park City (Utah). Public Works

SERIES: 21713

TITLE: Excavation permit billings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21681

3

TITLE: Field notes

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 19.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21681

TITLE: Field notes

(continued)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21714

3

TITLE: Flood control permit application

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipalwide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION:

Retain permanently, may be transferred to state archives.

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: Park City (Utah). Public Works

SERIES: 21714

TITLE: Flood control permit application

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 32.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21682

3

TITLE: Flow charts

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 6 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21407

3

TITLE: Fuel records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain 2 years. Records are in electronic format.

DISPOSITION:

Destroy.

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 for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 5.

AGENCY: Park City (Utah). Public Works

SERIES: 21407

TITLE: Fuel records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21408

3

TITLE: Gasoline sales tickets

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

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 for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21715

3

TITLE: Highway daily report

DATES: 1990-

ARRANGEMENT: Numerical

DESCRIPTION:

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 33.

AGENCY: Park City (Utah). Public Works

SERIES: 21715

TITLE: Highway daily report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21683

3

TITLE: Hydrograph annual reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows.

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 22, Item 36.

AGENCY: Park City (Utah). Public Works

SERIES: 21683

TITLE: Hydrograph annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21684

3

TITLE: Hydrograph daily charts

DATES:

ARRANGEMENT:

DESCRIPTION:

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

RETENTION:

Retain 10 years, provided annual report is compiled.

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 10 years and then destroy provided annual report is compiled.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21716

3

TITLE: Information maps and plats

DATES: 1980-

ARRANGEMENT: Numerical

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.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

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 until superseded and then destroy.

APPRAISAL:

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

AGENCY: Park City (Utah). Public Works

SERIES: 21716

TITLE: Information maps and plats

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21409

3

TITLE: Insurance adjuster's estimates

DATES: 1985-

ARRANGEMENT: Numerical

DESCRIPTION:

These are insurance adjusters' reports on repair estimates for municipal vehicles.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21717

3

TITLE: Interlocal agreements

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain 6 years, after expiration of contract.

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 after expiration of contract and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 34.

AGENCY: Park City (Utah). Public Works

SERIES: 21717

TITLE: Interlocal agreements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21718

3

TITLE: Intersection case files

DATES: 1990-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

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 for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 9.

AGENCY: Park City (Utah). Public Works

SERIES: 21718

TITLE: Intersection case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21574

3

TITLE: Lease files

DATES: 1980-

ARRANGEMENT: Alphabetical

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 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: Park City (Utah). Public Works

SERIES: 21574

TITLE: Lease files

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301(2)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 23196

3

TITLE: Lighting district bond records

DATES: 1931-1940.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains correspondence, assessment records, contracts, memos, and blueprints for ornamental lighting along Main Street in Park City.

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 historical value of these records in documenting historic infrastructure in Park City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21582

3

TITLE: Maintenance complaints

DATES: 1998-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION:

Retain 2 years, after resolution of complaint.

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 2 years after Resolution of complaint and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 2.

AGENCY: Park City (Utah). Public Works

SERIES: 21582

TITLE: Maintenance complaints

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21719

3

TITLE: Materials test results

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION:

Retain 5 years, after project completed.

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 5 years after projected completed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 35.

AGENCY: Park City (Utah). Public Works

SERIES: 21719

TITLE: Materials test results

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21685

3

TITLE: Meter books

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years and then destroy.

APPRAISAL:

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

AGENCY: Park City (Utah). Public Works

SERIES: 21685

TITLE: Meter books

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21686

3

TITLE: Meter location records

DATES: 1984-

ARRANGEMENT: Numerical

DESCRIPTION:

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION:

Retain 1 year, after removal of meter.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

Computer data files: Retain in Office for 1 year after removal of meter and then delete.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 23.

AGENCY: Park City (Utah). Public Works

SERIES: 21686

TITLE: Meter location records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21687

3

TITLE: Meter repair and testing files

DATES: 1993-

ARRANGEMENT: chronological

DESCRIPTION:

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION:

Retain 1 year, after removal of meter.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 1 year after removal of meter and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 24.

AGENCY: Park City (Utah). Public Works

SERIES: 21687

TITLE: Meter repair and testing files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21410

3

TITLE: Mileage certificates

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are certificates issued by the dealer/manufacture
certifying the mileage is accurate on each municipally purchased
vehicle.

RETENTION:

Retain 3 years

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records
Retention Schedule, Schedule 7, Item 16.

AGENCY: Park City (Utah). Public Works

SERIES: 21410

TITLE: Mileage certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21688

3

TITLE: National pollutant discharge elimination system permits

DATES:

ARRANGEMENT:

DESCRIPTION:

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993)). This applies to municipalities with a population of 100,000 or greater.

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 22, Item 25.

AGENCY: Park City (Utah). Public Works

SERIES: 21688

TITLE: National pollutant discharge elimination system permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21721

3

TITLE: Parking meter report card log

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

This log shows the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

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 for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 11.

AGENCY: Park City (Utah). Public Works

SERIES: 21721

TITLE: Parking meter report card log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21583

3

TITLE: Parks files

DATES: 1998-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION:

Retain permanently, may be transferred to the state archives.

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 19, Item 3.

AGENCY: Park City (Utah). Public Works

SERIES: 21583

TITLE: Parks files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21722

3

TITLE: Permits to work in a public way

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION:

Retain 1 year, after bond expires.

DISPOSITION:

Destroy.

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 for 1 year after bond expires and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 12.

AGENCY: Park City (Utah). Public Works

SERIES: 21722

TITLE: Permits to work in a public way

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21702

3

TITLE: Public works complaint files

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION:

Retain 2 years, or until resolution of any litigation, whichever occurs later.

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 2 years after or until resolution of any litigation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 3.

AGENCY: Park City (Utah). Public Works

SERIES: 21702

TITLE: Public works complaint files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21689

3

TITLE: Pump station well summary reports

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

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 22, Item 34.

AGENCY: Park City (Utah). Public Works

SERIES: 21689

TITLE: Pump station well summary reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 5376

3

TITLE: Receipts and disbursement ledger

DATES: 1911-1914.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Entries in this volume begin in November 1911 and end in March 1914. Information is recorded under the following column headings: From source received, day of month, credit voucher number, bond proceeds (number, amount), city taxes, collections water tax, collections labor, collections material and supplies, Park City Corporation interest, debit treasurer (sinking fund, general fund), receipt number, to whom paid, day of month, voucher number, warrant number, general remarks, bond paid (number, amount), property account (preliminary expenses, reservoir, mains, hydrants, extensions, service connections), repairs and renewals, water source rental, labor, material and supplies, interest, salary, office supplies and expenses, legal and general expenses, credit treasurer (sinking fund, general fund).

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 finances, policies, and function.

RETENTION JUSTIFICATION:

AGENCY: Park City (Utah). Public Works

SERIES: 5376

TITLE: Receipts and disbursement ledger

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21584

3

TITLE: Recreation program files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 5.

AGENCY: Park City (Utah). Public Works

SERIES: 21584

TITLE: Recreation program files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21585

3

TITLE: Recreational activity release records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION:

Retain 2 years, or until all litigation is resolved.

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 2 years or until litigation is resolved and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 10.

AGENCY: Park City (Utah). Public Works

SERIES: 21585

TITLE: Recreational activity release records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. medical information

AGENCY: Park City (Utah). Public Works

SERIES: 21586

3

TITLE: Recreational equipment records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION:

Retain 1 year, after equipment returned

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 1 year after equipment returned and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 4.

AGENCY: Park City (Utah). Public Works

SERIES: 21586

TITLE: Recreational equipment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21587

3

TITLE: Recreational facility files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION:

Retain permanently, maybe transferred to state archives after closure of park.

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 19, Item 11.

AGENCY: Park City (Utah). Public Works

SERIES: 21587

TITLE: Recreational facility files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21588

3

TITLE: Recreational facility maps

DATES: 1984-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION:

Retain permanently, may be transferred to state archives.

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 19, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21589

3

TITLE: Registration records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 13.

AGENCY: Park City (Utah). Public Works

SERIES: 21589

TITLE: Registration records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. home address and telephone number, social security number, medical information.

AGENCY: Park City (Utah). Public Works

SERIES: 21690

3

TITLE: Remittance stubs

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 27.

AGENCY: Park City (Utah). Public Works

SERIES: 21690

TITLE: Remittance stubs

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21723

3

TITLE: Resurfacing billings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 36.

AGENCY: Park City (Utah). Public Works

SERIES: 21723

TITLE: Resurfacing billings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 23195

3

TITLE: Sanitary survey records

DATES: 1937.

ARRANGEMENT: none

DESCRIPTION:

This series contains correspondence and surveys. The surveys are titled "Private Sanitary Survey" from the State Board of Health. The surveys contain information pertaining to street address, type of sewage and disposal system, condition of disposal system, fly breeding places on premises (manure heaps, dirty pig pens, old open privies, garbage), cattle on premises (horses, cows, pigs) and frequency of removing manure from barnyard during summer.

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 information provided on sanitary conditions in Park City during the depression.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21726

3

TITLE: School routing maps

DATES:

ARRANGEMENT:

DESCRIPTION:

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 37.

AGENCY: Park City (Utah). Public Works

SERIES: 21726

TITLE: School routing maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21691

3

TITLE: Sewer main location plats

DATES: 1988-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION:

Retain until updated or superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 until updated or superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 28.

AGENCY: Park City (Utah). Public Works

SERIES: 21691

TITLE: Sewer main location plats

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21727

3

TITLE: Signalized intersection records

DATES: 2000-

ARRANGEMENT: Numerical

DESCRIPTION:

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION:

Retain 2 years, after signal device is removed.

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 2 years after signal device is removed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 17.

AGENCY: Park City (Utah). Public Works

SERIES: 21727

TITLE: Signalized intersection records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21412

3

TITLE: Space utilization reports

DATES: 1994-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION:

Retain Until superseded

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 until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 17.

AGENCY: Park City (Utah). Public Works

SERIES: 21412

TITLE: Space utilization reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21728

3

TITLE: Special assessment plats

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the 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.

RETENTION:

Retain 5 years, after district is completed, may be transferred to the state archives.

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 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.

AGENCY: Park City (Utah). Public Works

SERIES: 21728

TITLE: Special assessment plats

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21729

3

TITLE: Special event records

DATES:

ARRANGEMENT:

DESCRIPTION:

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; date to appear on city council agenda if necessary; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION:

Retain 1 year, after event.

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 1 year after event and then destroy.

AGENCY: Park City (Utah). Public Works

SERIES: 21729

TITLE: Special event records

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 38.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21591

3

TITLE: Sports teams records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION:

Retain 5 years.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 14.

AGENCY: Park City (Utah). Public Works

SERIES: 21591

TITLE: Sports teams records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22760

3

TITLE: Street cleaning records

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

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 for 1 year and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 19.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22761

3

TITLE: Street maintenance records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

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 for 3 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22762

3

TITLE: Street name and house number files

DATES: 1980-

ARRANGEMENT: Alphanumeric

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.

APPRAISAL:

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

AGENCY: Park City (Utah). Public Works

SERIES: 22762

TITLE: Street name and house number files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21692

3

TITLE: Television inspection reports

DATES: 1995-

ARRANGEMENT: Chronological

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION:

Retain 3 years, until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years after superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 29.

AGENCY: Park City (Utah). Public Works

SERIES: 21692

TITLE: Television inspection reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21592

3

TITLE: Ticket stubs

DATES:

ARRANGEMENT:

DESCRIPTION:

These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 9.

AGENCY: Park City (Utah). Public Works

SERIES: 21592

TITLE: Ticket stubs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22765

3

TITLE: Traffic drawings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

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 for 4 years after revised and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 24.

AGENCY: Park City (Utah). Public Works

SERIES: 22765

TITLE: Traffic drawings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22759

3

TITLE: Traffic signal conflict monitor log

DATES: 2000-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

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 for 7 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 16.

AGENCY: Park City (Utah). Public Works

SERIES: 22759

TITLE: Traffic signal conflict monitor log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21669

3

TITLE: Utility complaint files

DATES: 1985-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION:

Retain 3 years, after date of resolution.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 3 years after date of resolution and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 7.

AGENCY: Park City (Utah). Public Works

SERIES: 21669

TITLE: Utility complaint files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21413

3

TITLE: Vehicle assignment records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

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.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 8.

AGENCY: Park City (Utah). Public Works

SERIES: 21413

TITLE: Vehicle assignment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 22737

3

TITLE: Vehicle maintenance records

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain 1 year. Records are in electronic format.

DISPOSITION:

Destroy.

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 for 1 year after disposition of vehicle and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 9.

AGENCY: Park City (Utah). Public Works

SERIES: 22737

TITLE: Vehicle maintenance records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21414

3

TITLE: Vehicle registration certificates

DATES: 1950-

ARRANGEMENT: Numerical

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION:

Retain Until vehicle is transferred or sold and then transfer with vehicle.

DISPOSITION:

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 until vehicle is transferred or sold then with vehicle.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21693

3

TITLE: Water consumption annual reports

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

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 22, Item 38.

AGENCY: Park City (Utah). Public Works

SERIES: 21693

TITLE: Water consumption annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21694

3

TITLE: Water consumption monthly reports

DATES: 1990-

ARRANGEMENT: chronological

DESCRIPTION:

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy provided annual report is compiled and no litigation is pending.

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 1 year and then destroy provided annual report is compiled and no litigation is pending.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 30.

AGENCY: Park City (Utah). Public Works

SERIES: 21694

TITLE: Water consumption monthly reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21695

3

TITLE: Water flow annual recorder charts

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

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 22, Item 37.

AGENCY: Park City (Utah). Public Works

SERIES: 21695

TITLE: Water flow annual recorder charts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21696

3

TITLE: Water flow weekly recorder charts

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION:

Retain 3 years,

DISPOSITION:

Destroy provided annual chart is compiled.

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 3 years and then destroy provided annual report is compiled.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 26.

AGENCY: Park City (Utah). Public Works

SERIES: 21696

TITLE: Water flow weekly recorder charts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21697

3

TITLE: Water main charts and indexes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 31.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21697

TITLE: Water main charts and indexes

(continued)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Park City (Utah). Public Works

SERIES: 21698

3

TITLE: Water stock purchase files

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION:

Retain 10 years, after sale of stock.

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 10 years after sale of stock and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 32.

AGENCY: Park City (Utah). Public Works

SERIES: 21698

TITLE: Water stock purchase files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Works

SERIES: 21699

3

TITLE: Water treatment plant operation reports

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum , maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 33.

AGENCY: Park City (Utah). Public Works

SERIES: 21699

TITLE: Water treatment plant operation reports

(continued)

PRIMARY CLASSIFICATION:

Public