

Retention and Classification Report

Agency: Provo (Utah). Community Development Department (804)
330 West 100 South
Provo, UT 84603-1849
801 852-6100

Records Officer

15868	Annexation files
85152	Building permits
06618	Building plans
06199	Community development/building inspection plan
15877	Deeds files
15878	Easement file
13504	Street plans
85230	Subdivision review case files
85152	Building permits
85230	Subdivision review case files

AGENCY: Provo (Utah). Community Development Department

SERIES: 15868

3

TITLE: Annexation files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 15868

TITLE: Annexation files

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 85152

4

TITLE: Building permits

DATES: i 1952-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Microfilm master: For records beginning in 1952 through 1984. Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Provo (Utah). Community Development Department

SERIES: 85152

TITLE: Building permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 6618

3

TITLE: Building plans

DATES: 1982-

ARRANGEMENT: Numerical by street address

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION:

Retain 5 years.

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 for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Provo (Utah). Community Development Department

SERIES: 6618

TITLE: Building plans

(continued)

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 6199

3

TITLE: Community development/building inspection plan

DATES: 1979-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION:

Retain Archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 6199

TITLE: Community development/building inspection plan

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 24, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 27639

3

TITLE: capital improvement

DATES: 1967-1976.

ARRANGEMENT:

DESCRIPTION:

Utah County Improvements program for the years 1967, 1975 and 1976. The 1967 records include the economic base study for Utah County and the Planning and Goals Policies. The 1975 and 1976 are focused on the capital improvements programs for the city of Provo and projected projects.

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.

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

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

APPRAISAL:

Historical

Disposition based on value of these records in documenting history of economic base studies and capital improvement programs for Utah County and Provo City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 15877

3

TITLE: Deeds files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 15877

TITLE: Deeds files

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 15878

3

TITLE: Easement file

DATES:

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 15878

TITLE: Easement file

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Community Development Department

SERIES: 13504

3

TITLE: Street plans

DATES: 1979-

ARRANGEMENT: Numerical by year and street

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.

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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

AGENCY: Provo (Utah). Community Development Department

SERIES: 13504

TITLE: Street plans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Community Development Department

SERIES: 85230

3

TITLE: Subdivision review case files

DATES: undated

ARRANGEMENT: Alphabetical by subdivision name

DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with zoning ordinances.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 17.

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012)

AGENCY: Provo (Utah). Community Development Department

SERIES: 14860

3

TITLE: Zoning enforcement records

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Complaint forms used for keeping notices of violations of Zoning Code. Files are closed either through court action or voluntary compliance. Includes complaint date, complainant, zoning officer, business or individual, property address, county plat number, business license number, zone, description of violation, action taken, and follow up.

RETENTION:

Retain for 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1995.

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:

Administrative

This disposition is based on the recommendation of the agency.

AGENCY: Provo (Utah). Community Development Department

SERIES: 14860

TITLE: Zoning enforcement records

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(8)(a) and (b) Provo City Ordinance 1995
3.13.110(8)(a), (b) and (c)

SECONDARY CLASSIFICATION(S):

Public. Citation, names and information that is not collected during
the investigative process.