Retention and Classification Report

Agency: Joint City & County Building Committee (Salt Lake City, Utah) (907)

, UT

Records Officer

23829	*Contract record book
04505	*Correspondence
04615	*Letterbooks
04506	*Minutes
04504	*Reports
27608	*floor plan

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 23829 3
TITLE: Contract record book
DATES: 1893.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This record book contains copies of contracts and agreements between the Joint City-County Building Committee and individual contractors regarding the construction of a building to provide offices for both Salt Lake City and Salt Lake County governments. Contracts pertain to plumbing, gas fitting, and steam heating; electric wiring; safes and locks; plastering; mill work; and painting and sanding.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4505 3
TITLE: Correspondence
DATES: 1891-1894.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This is incoming and outgoing correspondence with the Joint City-County Building Committee in preparation for the construction of a building to provide offices for both the city and county of Salt Lake. Much pertains to bids and other construction details.

STATE RECORDS COMMITTEE STATUS:

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APPRAISAL:

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PRIMARY CLASSIFICATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 27608 3
TITLE: floor plan
DATES: 1891.
ARRANGEMENT:
DESCRIPTION:

First floor plan, basement plan. Also construction of roof and tower plans.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Disposition based on historical and research value of the original building plans for this building.

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4615 3
TITLE: Letterbooks
DATES: 1891-1894.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains letterbooks which contain copies of outgoing correspondence.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4506 3
TITLE: Minutes
DATES: 1891-1895.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These minute books record the activities at meetings of the committee established to build a building to provide office space for both Salt Lake City and Salt Lake County governments. Minute entries include date and place of meeting, members present, and items discussed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4504 3
TITLE: Reports
DATES: 1892-1895.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This box has a bound volume of the reports of the Joint City and County Building Committee. Also includes an envelope of bids on the City and County Building. Along with this there is a folder which contains various contracts and agreements for work to be done on the City and County Building.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public