Retention and Classification Report

Agency: Salt Lake County (Utah). Building Inspection (920)

2001 south state street
salt lake city, UT 84190

Records Officer

05128	Building permit files
01661	Building plans
13283	Drawings

AGENCY: Salt Lake County (Utah). Building Inspection

SERIES: 5128 3
TITLE: Building permit files
DATES: 1969-
ARRANGEMENT: Alphanumerical by street address
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.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

FORMAT MANAGEMENT:

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

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Salt Lake County (Utah). Building Inspection

SERIES: 5128
TITLE: Building permit files

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 21, Item 2.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake County (Utah). Building Inspection

SERIES: 1661 3
TITLE: Building plans
DATES: 1959-
ARRANGEMENT: Alphanumerical
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, government agency and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address. Film holdings may also include residential and private commercial buildings with a limited retention.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Salt Lake County (Utah). Building Inspection

SERIES: 1661
TITLE: Building plans

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 21, Item 6.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake County (Utah). Building Inspection

SERIES: 13283 3
TITLE: Drawings
DATES: undated
ARRANGEMENT: numerical
DESCRIPTION:

Includes (acc. 3841) public safety and jail buildings.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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