Retention and Classification Report

Agency: Davis County (Utah). Planning Commission (259)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

28383	Planning Department Minutes
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AGENCY: Davis County (Utah). Planning Commission

SERIES: 28383 3
TITLE: Planning Department Minutes
DATES: 1938 -
ARRANGEMENT: Chronological by date
DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 23910 3
TITLE: Zoning appeals
DATES: 1954-
ARRANGEMENT: Chronological, thereunder numerical by case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

Public