

## 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:** \_\_\_\_\_

07162	*Building permits files
11794	*Business licenses
26808	*Inspection logs
28383	Planning Department Minutes
84299	*Publications
20390	*Sign permits
84299	*Publications

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 7162

1

**TITLE:** Building permits files

**DATES:** 1951-2021.

**ARRANGEMENT:** Numerical by accession and date

**DESCRIPTION:**

These files document the issuance of a permit which is required for any construction within unincorporated areas of Davis County. The files contain the permit application with the inspection report on the progress of construction with a final inspection report, and any related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office 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.

Computer data files: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). this retention is based upon the administrative needs expressed by the bureau and the historical value of the records. Building permits are prime historical resources for the study of architectural history and should be maintained permanently.

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 7162

**TITLE:** Building permits files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2022.

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 11794

3

**TITLE:** Business licenses

**DATES:** 1884-1892; 1973-2021.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This record is issued by the county for the purpose of regulation and revenue of public businesses. This record shows applicants' name, address, and phone (if business information is different-also lists business address and phone), the type of business owned, zoning number, sales tax number, business license number, parcel number, fee paid, copy of business license, and date of application. Business licenses are renewed yearly.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County license books, GRS-266.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1973 through 1988. Retain in Office permanently.

Paper: For records beginning in 1884 through 1898. Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 11794

**TITLE:** Business licenses

(continued)

**APPRAISAL:**

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

Contains data on 19th century businesses which is valuable to genealogists, community histories, and property research.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2022.

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 26808

1

**TITLE:** Inspection logs

**DATES:** 1952-1995.

**ARRANGEMENT:** Chronological by date, thereunder by permit number

**DESCRIPTION:**

This log serves as an index to all inspections carried out by the department. Logs are used as a reference to identify building permit numbers, and enable retrieval of the original permit and accompanying paper work. Information in the records includes the date, permit number, type of permit, location, construction, estimated cost, and name of inspector.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**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:** 84299

3

**TITLE:** Publications

**DATES:** 1970-2021.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 and continuing to the present. Retain in State Archives permanently with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

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



**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 84299

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 20390

1

**TITLE:** Sign permits

**DATES:** 1953-1968.

**ARRANGEMENT:** Chronological, thereunder by permit number

**TOTAL VOLUME:** 0.80 cubic feet.

**DESCRIPTION:**

These files document permits issued as official building and placement authorization for signs. Some signs were erected as early as 1921, but actual permits were not issued until 1953. During the 1960s these permit files began to be integrated into the building permit files and no separate sign files were maintained. The files include location, description (size, support, whether illuminated, date erected, permit number (if included), company, field check, sign number, picture, and related correspondence. They may also include sign violations which would contain complaints and any actions taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**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.

**APPRAISAL:**

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

**AGENCY:** Davis County (Utah). Planning Commission

**SERIES:** 20390

**TITLE:** Sign permits

(continued)

**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