

Retention and Classification Report

Agency: Draper (Utah) (302)

Draper City Hall
1020 E. Pioneer Road
Draper, UT 84020
801 576-6500

Records Officer: _____

24988	Appraisal project files
29374	Budgets
25117	Building inspection records
31063	Employee compensation history records
29017	Ordinances

AGENCY: Draper (Utah)

SERIES: 24988

3

TITLE: Appraisal project files

DATES: 1990-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas or properties the city is considering buying. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Draper (Utah)

SERIES: 29374

3

TITLE: Budgets

DATES: 2011-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year.
It documents the actual spending of a governmental entity and may
be certified by a budget officer and filed with the state
auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited
financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Draper (Utah)

SERIES: 25117

1

TITLE: Building inspection records

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. 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, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Draper (Utah)

SERIES: 25117

TITLE: Building inspection records

(continued)

SECONDARY DESIGNATION(S):

Exempt. UCA 63G-2-103(18)(b) (2008)

AGENCY: Draper (Utah)

SERIES: 31063

3

TITLE: Employee compensation history records

DATES: 1978-

ARRANGEMENT: Chronological by hire date.

DESCRIPTION:

These records document employee cumulative salary for Draper City employees needed for retirement purposes according to Utah Code 49-11-602(2017). Information includes employee details, department and position information, earnings, exemptions, deductions, and related records. Records include names, addresses, social security numbers, wages, deductions, W-2 forms, 1099 forms, employee lists, payroll reports, and state certified budgets.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have legal value(s).

AGENCY: Draper (Utah)

SERIES: 31063

TITLE: Employee compensation history records

(continued)

PRIMARY DESIGNATION:

Private

Private (Utah Code 63G-2-302)(1)(g)(i)(2023).

AGENCY: Draper (Utah)

SERIES: 29017

1

TITLE: Ordinances

DATES: 1978-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.