Retention and Classification Report

Agency: Ogden (Utah). City Recorder (731)

2549 Washington Blvd.
#210
Ogden, UT 84401
801-629-8150

Records Officer: _____

18487	Annexation files
18490	Annual budget files
18488	Audit reports
18519	Board of Equalization and Review minutes (Special Assessment
18489	Bond issue files
18491	Business license registers
18492	Campaign financial disclosure statement files
09716	Cemetery and property deeds
09727	Cemetery plot index records
18512	Civil Service Commission appeal hearings
18751	Civil Service Commission business files
09729	Civil service minutes, correspondence, and indexes
18513	Claim petition files
09731	Closed and executive council meeting minutes
18514	Committee appointment files
18494	Committee minutes
18495	Contracts and agreements
06066	Correspondence index
18498	Deeds files
18515	Demolition records
18754	Disclosure of Private Business Interest statements
18499	Easement files
18500	Election ballots
18501	Election canvasses
18502	Election records
18503	Election returns
18749	Employee handbooks
18748	Executive orders/administrative orders
18504	Finding aids
18516	Grant files

18517	Grievance and disciplinary case files
18505	Hearing files
18518	Interment/Disinterment registers
18521	Joint Mayor/City Council resolutions
18506	Lease files
18752	Mayor Administrative Review business files
18115	Mayor's Administrative Review minutes
27746	Mayors photographs
18520	News releases
18523	Notices of intention
18507	Official oaths and bonds
18508	Petitions
18509	Policies and procedures
18526	Policy and program development records
18750	Proclamations
18510	Proof of publication
18524	Protest files
29114	Publications
18114	Resolutions
18522	Rezoning files
18493	Scrapbooks
18525	Subdivision approval files
18511	Technical reference files

AGENCY: Ogden (Utah). City Recorder

SERIES: 18487 1
TITLE: Annexation files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 424).

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 and then may be transferred to the State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18490 3
TITLE: Annual budget files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1995)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1995)).

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18488 3
TITLE: Audit reports
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-3 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18488
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18519 1
TITLE: Board of Equalization and Review minutes (Special Assessment)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the governing body or, at the option of the governing body of any municipality, consisting of the municipal recorder or a designee, the municipal engineer or public works director or a designee, or the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that tract, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality. (UCA 17A-3-317)

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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18519
TITLE: Board of Equalization and Review minutes (Special Assessment)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18489 3
TITLE: Bond issue files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18491 1
TITLE: Business license registers
DATES: undated
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Permanent. Retain for 11 year(s)

DISPOSITION:

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18492 3
TITLE: Campaign financial disclosure statement files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1996). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over $50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Campaign financial disclosure statements, GRS-282.

AUTHORIZED: 08-13-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18492
TITLE: Campaign financial disclosure statement files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9716 3
TITLE: Cemetery and property deeds
DATES: 1941-
ARRANGEMENT: Numerical by assigned number.
DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

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.

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 9716
TITLE: Cemetery and property deeds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9727 3
TITLE: Cemetery plot index records
DATES: 1990-
ARRANGEMENT: Alphabetical.
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 18512 1
TITLE: Civil Service Commission appeal hearings
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18751 3
TITLE: Civil Service Commission business files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 9729 3
TITLE: Civil service minutes, correspondence, and indexes
DATES: 1920-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

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.

AGENCY: Ogden (Utah). City Recorder

SERIES: 9729
TITLE: Civil service minutes, correspondence, and indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18513 1
TITLE: Claim petition files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain for 6 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 6 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Ogden (Utah). City Recorder

SERIES: 9731 3
TITLE: Closed and executive council meeting minutes
DATES: 1966-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.
These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.
(See also Internal committee records).

RETENTION:

Permanent. Retain for 11 year(s)

DISPOSITION:
Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

AGENCY: Ogden (Utah). City Recorder

SERIES: 9731
TITLE: Closed and executive council meeting minutes

(continued)

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

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 DESIGNATION:

Protected UCA 63G-2-305(31)

SECONDARY DESIGNATION(S):

Public. Once litigation has been completed

AGENCY: Ogden (Utah). City Recorder

SERIES: 18514 3
TITLE: Committee appointment files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18494 3
TITLE: Committee minutes
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also 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: For records beginning in 1870 through 1896. Retain in State Archives permanently and then microfilm.

Paper: Retain in Office permanently.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18494
TITLE: Committee minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18495 3
TITLE: Contracts and agreements
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain official agreements enforceable by law to acquire or incur services and/or products. Files may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 6066 3
TITLE: Correspondence index
DATES: 1904-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

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.

APPRAISAL:

These records have administrative value(s).

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

AGENCY: Ogden (Utah). City Recorder

SERIES: 6066
TITLE: Correspondence index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18498 3
TITLE: Deeds files
DATES: 1930-
ARRANGEMENT: Numerical by assigned number
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.Usually filed alphabetically by name of property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

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

AGENCY: Ogden (Utah). City Recorder

SERIES: 18515 1
TITLE: Demolition records
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18754 3
TITLE: Disclosure of Private Business Interest statements
DATES: 1980-
ARRANGEMENT: Numerical by file and document number
DESCRIPTION:

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (1995) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination of municipal employment/appointment and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Ogden (Utah). City Recorder

SERIES: 18754
TITLE: Disclosure of Private Business Interest statements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18499 3
TITLE: Easement files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18500 1
TITLE: Election ballots
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1995)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1995)).

RETENTION:

Retain for 22 month(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 22 months after the election or until time has expired during which ballots are used and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). City Recorder

SERIES: 18501 1
TITLE: Election canvasses
DATES: undated
ARRANGEMENT:
DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18502 3
TITLE: Election records
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202).

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after the election and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18503 3
TITLE: Election returns
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election ballots and returns, GRS-1020.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after an election and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18749 3
TITLE: Employee handbooks
DATES: 1996-
ARRANGEMENT:
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18748 1
TITLE: Executive orders/administrative orders
DATES: 1992-
ARRANGEMENT: Numerical by file and document number
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18504 3
TITLE: Finding aids
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until records to which they pertained are destroyed and then destroy.

APPRAISAL:

These records have administrative value(s).

These are necessary to access records.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18516 3
TITLE: Grant files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18517 3
TITLE: Grievance and disciplinary case files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302(1)(b) UCA 63G-2-302(2)(a)
Controlled.	UCA 63G-2-304(1)
Protected.	UCA 63G-2-305(8)(a)(b)

AGENCY: Ogden (Utah). City Recorder

SERIES: 18505 1
TITLE: Hearing files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18518 1
TITLE: Interment/Disinterment registers
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18521 1
TITLE: Joint Mayor/City Council resolutions
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18506 3
TITLE: Lease files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18752 3
TITLE: Mayor Administrative Review business files
DATES: 1992-
ARRANGEMENT: Numerical by file and document numbers
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18115 3
TITLE: Mayor's Administrative Review minutes
DATES: 1992-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal 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 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

AGENCY: Ogden (Utah). City Recorder

SERIES: 27746 3
TITLE: Mayors photographs
DATES: 1851-
ARRANGEMENT: Generally chronological by date of administration.
DESCRIPTION:

The photographs in this series were gathered for display in the Ogden City Offices. Some portraits are original while others may be copies created specifically for the exhibit.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

Digital image: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This series provides valuable documentation of the people who have served as mayor of Ogden City.

AGENCY: Ogden (Utah). City Recorder

SERIES: 27746
TITLE: Mayors photographs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18520 3
TITLE: News releases
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18523 3
TITLE: Notices of intention
DATES: undated
ARRANGEMENT:
DESCRIPTION:

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created (UCA 17A-3-305 thru 17A-3-306 (1997)).

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Notices of intention, GRS-948.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final payment made and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18507 3
TITLE: Official oaths and bonds
DATES: 1851-1893
ARRANGEMENT: Chronological by document date.
DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. The records document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18507
TITLE: Official oaths and bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18508 1
TITLE: Petitions
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Permanent. Retain for 5 year(s) after resolution of issue

DISPOSITION:

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 for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18509 3
TITLE: Policies and procedures
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: Ogden (Utah). City Recorder

SERIES: 18526 3
TITLE: Policy and program development records
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18750 1
TITLE: Proclamations
DATES: 1851-
ARRANGEMENT: Numerical by file and document number
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18510 1
TITLE: Proof of publication
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

RETENTION:

Retain for 6 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 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18524 3
TITLE: Protest files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Protest files, GRS-949.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 29114 3
TITLE: Publications
DATES: 1983-
ARRANGEMENT: Chronological
DESCRIPTION:

These are publications issued by the City Recorder or as maintained by that office from other departments for Ogden City.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Published reports document programs initiated by or involving the City Recorder's office and related functions.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18114 1
TITLE: Resolutions
DATES: 1960-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

RETENTION:

Permanent. Retain for 11 year(s)

DISPOSITION:

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 1 year or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Ogden (Utah). City Recorder

SERIES: 18114
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18522 1
TITLE: Rezoning files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18493 1
TITLE: Scrapbooks
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18525 1
TITLE: Subdivision approval files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Recorder

SERIES: 18511 1
TITLE: Technical reference files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends

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 until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public