

# Retention and Classification Report

**Agency:** Park City (Utah). City Manager (767)

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Park City, UT 84060  
435 615-5000

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21366

1

**TITLE:** Adding machine tapes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are adding machine tabulations. They are used to calculate cost report data or for other accounting purposes and are not attached to another record series. This does not include routine tabulations.

**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

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21267

1

**TITLE:** Administrative and fiscal operations grant files report

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

**RETENTION:**

Retain for 5 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 5 years after audits are completed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21358

3

**TITLE:** Annual fixed asset report

**DATES:** 1997-

**ARRANGEMENT:** Numerical by fund number

**DESCRIPTION:**

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 3125

3

**TITLE:** Annual reports

**DATES:** 1975-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

**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 State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22746

3

**TITLE:** Appraisal project files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**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. They may also include assessments of architectural and historical significance and condition of the involved structures.

**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 Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21396

3

**TITLE:** Beer license application files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after business ceases operation, in agency records ctr and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21308

3

**TITLE:** Bond anticipation notes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bond anticipation notes, GRS-782.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being redeemed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21309

3

**TITLE:** Bond issue files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). City Manager

**SERIES:** 22747

1

**TITLE:** Building illustrations

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

**RETENTION:**

Retain for 4 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 4 years after project rejected or until superseded or updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21398

3

**TITLE:** Business license certificates

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after completion of application and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21397

3

**TITLE:** Business license files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after business ceases operation, in agency records ctr and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21483

1

**TITLE:** Business license registers

**DATES:** 1987-

**ARRANGEMENT:** alphabetical

**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:**

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

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21561

3

**TITLE:** Campaign financial disclosure statement files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1997). 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 20 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 20 years and then may be transferred permanently to State Archives.



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21561

**TITLE:** Campaign financial disclosure statement files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21269

1

**TITLE:** Census information files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22748

1

**TITLE:** Certification files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21270

1

**TITLE:** City scrapbooks

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). City Manager

**SERIES:** 21287

3

**TITLE:** Committee minutes

**DATES:** 1958-

**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:**

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 after May be transferred to State Archives.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21287

**TITLE:** Committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3)(2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22749

1

**TITLE:** Community development block grant original application and final report

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22750

1

**TITLE:** Community development block grant supporting files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22751

1

**TITLE:** Consultant records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

**RETENTION:**

Retain for 2 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 2 years after being rejected and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21503

3

**TITLE:** Contract purchasing records

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipts, inspection, and payments.

**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 expiration of contract and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21441

1

**TITLE:** Court ordered community service files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

**RETENTION:**

Retain for 1 year(s) after separation

**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 1 year after completion of community service and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. Rule 4-202.03(10) (2008) CJA

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21517

3

**TITLE:** Disaster planning files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(11) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21359

1

**TITLE:** Disposition records

**DATES:** 1997-

**ARRANGEMENT:** Numerical by fund number

**DESCRIPTION:**

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**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 3 years after disposition of property and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21568

3

**TITLE:** Easement files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical

**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:** Park City (Utah). City Manager

**SERIES:** 21569

1

**TITLE:** Election ballots

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**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) (2007)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

**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 election or until time has expired to contest election results and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 20A-4-106 and 20A-4-401 (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21570

1

**TITLE:** Election canvasses

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**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 or until accepted by resolution and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21571

3

**TITLE:** Election records

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

**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:** Park City (Utah). City Manager

**SERIES:** 21572

3

**TITLE:** Election returns

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**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 the election and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21824

1

**TITLE:** Electronic mail

**DATES:** 1998-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are electronic communications sent from one city employee to another city employee. The contents are general communications intended to facilitate intra- and interdepartmental communications and should not contain original records of any type, although copies of other records may be attached.

**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 Office for 1 year or until administrative need ends and then delete.

**PRIMARY DESIGNATION:**

Public unless originating from or directed to Legal Department.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21360

3

**TITLE:** Equipment inventories files

**DATES:** 1997-

**ARRANGEMENT:** Numerical by fund number

**DESCRIPTION:**

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

**RETENTION:**

Retain for 1 year(s) after superseded

**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 for 1 year after being reconciled with subsequent inventory and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22740

1

**TITLE:** Evidence log

**DATES:** 1985-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the investigative file.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21274

3

**TITLE:** Executive correspondence

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22752

1

**TITLE:** Facade project files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the regranting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22741

1

**TITLE:** Fatal fire investigation case files

**DATES:** 1970-

**ARRANGEMENT:** alphanumerical

**DESCRIPTION:**

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21830

3

**TITLE:** Financial guarantees

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, there under alphabetical

**DESCRIPTION:**

These documents are guarantees to provide assurance that required site work will be completed on all new construction projects.

These guarantees are in the form of letters of credit, escrows or cash to the city.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21276

3

**TITLE:** Finding aids

**DATES:** 1982-

**ARRANGEMENT:** None

**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 pertain are destroyed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21831

1

**TITLE:** Fire investigation files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

**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 destroy.

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Public. cause and origin, criminal cases

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21361

3

**TITLE:** Fixed asset lists

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21376

1

**TITLE:** Freight records

**DATES:** 1987-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records document the receipt of freight. They include export certificates, transit certificates, record books, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21277

1

**TITLE:** General administrative records

**DATES:** 1981-2015.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**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 2 years after or no longer needed for reference and then destroy.

**APPRAISAL:**

schedule based on administrative need

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21278

3

**TITLE:** Government Records Access and Management Act (GRAMA) access requests

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21279

3

**TITLE:** Government Records Access and Management Act (GRAMA) municipal appeals case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA)(UCA 63-2-701 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

**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 Government records access and management act (grama) appeals board case files, GRS-1715.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21279

**TITLE:** Government Records Access and Management Act (GRAMA) municipal appeals case files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22735

3

**TITLE:** Government records access and management act (GRAMA) state appeals case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document appeals for access of municipal records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63-2-701(1)(c); 63-2-403 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends, whichever occurs later and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21554

1

**TITLE:** Grave opening orders

**DATES:** 1958-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.

**RETENTION:**

Retain for 1 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 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21827

1

**TITLE:** Historic structure demolition files

**DATES:** 1980-

**ARRANGEMENT:** Alphanumeric by address

**DESCRIPTION:**

These files document the application for demolition of historic structures. The application contains the application and supporting documentation, including the Determination of Historic Significance application which must have been reviewed and approved by the Community Development Department and the Historic District Commission.

**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 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22753

3

**TITLE:** Housing and urban development financial records

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Housing and urban development financial records, GRS-705.

**AUTHORIZED:** 05-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22754

3

**TITLE:** Housing and urban development historical properties grant files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

**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 Housing and urban development historical properties grant files, GRS-706.

**AUTHORIZED:** 05-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21282

3

**TITLE:** Incoming document log

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

**RETENTION:**

Retain for 1 year(s)

**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 for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21518

3

**TITLE:** Insurance policy files

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain for 15 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of policy and settlement of all claims and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21519

1

**TITLE:** Insurance reports

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are used for the reference and generation of claim files.

**RETENTION:**

Retain for 12 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 12 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21825

1

**TITLE:** Inter-and intra-departmental memorandum

**DATES:** 1998-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are memorandum-formatted documents that may, among other things, request information, announce meetings and events, share general information and respond to requests with general information. This category of documents does not include those originating with or directed solely to Legal Department attorneys or staff. These may be used as cover sheets to other records that have separate retention schedules, but are not to be considered as containing other records with separate retention schedules.

**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 1 year or until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21283

3

**TITLE:** Internal committee records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22742

1

**TITLE:** Investigative case files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

**RETENTION:**

Retain for 10 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 10 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22743

3

**TITLE:** Investigative reports

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests or convictions are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

**RETENTION:**

Retain for 10 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fire investigation reports, GRS-1234.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after annual report is compiled and then destroy.

**APPRAISAL:**

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

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22743

**TITLE:** Investigative reports

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21505

3

**TITLE:** Leasing contract files

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

**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:** Park City (Utah). City Manager

**SERIES:** 21520

1

**TITLE:** Liability risk management case files

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain for 20 year(s) after case is closed

**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 20 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24) (2008)



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 6115

3

**TITLE:** License register and index

**DATES:** 1910-1922.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21521

1

**TITLE:** Loss control inspection reports

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

**RETENTION:**

Retain for 12 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 12 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21284

1

**TITLE:** Mailing lists

**DATES:** 1981-2016.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

**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 superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21522

3

**TITLE:** Medical and dental insurance claim files

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain medical and dental records submitted by municipal employees afforded medical/dental benefits and/or retirement benefits. They contain current medical/dental plan enrollment documents and other medical/dental plan documents.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Medical and dental insurance claim files, GRS-946.

**AUTHORIZED:** 11-01-2011

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(a) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21834

3

**TITLE:** Medical and dental insurance record files - personnel files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain medical and dental records submitted by the municipal employees afforded medical/dental benefits and/or retirement benefits. They contain current medical/dental plan enrollment documents and other medical/dental plan documents.

**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 for 3 years after separation or retirement and then transfer to personnel files.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21523

3

**TITLE:** Minutes of the Board of Equalization and Review

**DATES:** 2000-

**ARRANGEMENT:** Chronological.

**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 (1997)).

**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.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21523

**TITLE:** Minutes of the Board of Equalization and Review

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21346

3

**TITLE:** Notary bonds

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (1997)).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal notary bonds, GRS-792.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration of bond and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (Application Form)



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21524

3

**TITLE:** Notices of intention

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**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) after final action

**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:** Park City (Utah). City Manager

**SERIES:** 21289

3

**TITLE:** Organizational files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.

**RETENTION:**

Permanent. Retain for 20 year(s)

**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:**

Paper: Retain in Office for 20 years and then may be permanently transferred to State Archives.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22756

1

**TITLE:** Owner project files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

**RETENTION:**

Retain for 4 year(s) after end of project or program

**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 4 years after completion of redevelopment project and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21290

3

**TITLE:** Pending files

**DATES:** 1990-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until reply received or action taken and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21291

3

**TITLE:** Performance audits

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22734

1

**TITLE:** Policy and procedures case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

**RETENTION:**

Retain for 2 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 2 years after being superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21292

3

**TITLE:** Policy and procedures manuals

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**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 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.

Paper: Retain in Office until superseded, duplicate copy and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22757

1

**TITLE:** Preliminary plan reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206) (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

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



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22757

**TITLE:** Preliminary plan reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21506

3

**TITLE:** Professional service agreement records

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

**RETENTION:**

Retain for 7 year(s) after final action

**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 last payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21293

3

**TITLE:** Project control files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after project closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21525

3

**TITLE:** Protest files

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**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) after resolution of issue

**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 after resolution and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21296

3

**TITLE:** Publications

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

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

**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.

Paper: Retain in Office until duplicate copy, administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21297

1

**TITLE:** Reading or chronological files

**DATES:** 1970-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**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 1 year after administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21509

3

**TITLE:** Real estate acquisition files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

**RETENTION:**

Retain for 7 year(s) after disposition of asset

**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 unconditional sale of property and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(8) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21298

3

**TITLE:** Records transfer sheets

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the listings of municipal agency records transferred to the State or a municipal records center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, records series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

**RETENTION:**

Retain for 5 year(s)

**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 for 5 years after records are destroyed and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22745

3

**TITLE:** Redevelopment agency annual report

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for calendar year beginning the next January 1" (UCA 17A-2-1217(1) (1997)).

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22745

**TITLE:** Redevelopment agency annual report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22758

1

**TITLE:** Redevelopment plans (non-approved)

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1997). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

**RETENTION:**

Retain for 2 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 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21510

3

**TITLE:** Requests for proposals

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

**RETENTION:**

Retain for 6 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after decision and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21299

1

**TITLE:** Routine control files

**DATES:** 1970-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

**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 no longer needed for operational purposes and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21411

1

**TITLE:** Service requests

**DATES:** 1996-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

**RETENTION:**

Retain for 6 month(s) after resolution of issue

**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 months after maintenance completed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21826

3

**TITLE:** Sign files

**DATES:** 1980-

**ARRANGEMENT:** Alphanumeric

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applications for sign permits. These permits allow businesses to identify themselves in a clear and distinct manner under the parameters of the Park City Municipal Code, Title 12-Sign Code. They contain the application form, plans detailing the sign with color samples and installation details, location of sign on the building and a building permit application. A master sign plan is required for multi-tenant buildings, and each individual tenant is required to obtain a separate permit. Information also includes name of business, name of business owner, address of business, date of application, application approval or denial and authorizing signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after business ceases to exist and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21526

3

**TITLE:** Special assessment books

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21527

1

**TITLE:** Special assessment ledgers

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

**RETENTION:**

Retain for 3 year(s) after final action

**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 3 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21528

1

**TITLE:** Special assessment statements

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.

**RETENTION:**

Retain for 3 year(s) after final action

**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 3 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21529

3

**TITLE:** Special tax refund books

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special tax refund books, GRS-953.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21513

3

**TITLE:** Successful bid proposal files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21362

1

**TITLE:** Surplus property case files

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**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 after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21301

1

**TITLE:** System studies supporting files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, and related documentation used for the creation of the final report.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**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 3 years after date of final report and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21300

1

**TITLE:** Systems studies final reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

**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:** Park City (Utah). City Manager

**SERIES:** 21512

1

**TITLE:** Tax exemption records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

**RETENTION:**

Retain for 3 year(s) after final action

**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 3 years after period covered by related account and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21302

1

**TITLE:** Technical reference files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**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

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21303

3

**TITLE:** Telephone message registers

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21304

3

**TITLE:** Telephone messages

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name of person receiving and leaving message, and action request (e.g., return call, etc.).

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21305

3

**TITLE:** Transitory correspondence

**DATES:** 1980-

**ARRANGEMENT:** Alphabetic

**DESCRIPTION:**

These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21514

3

**TITLE:** Unopened bid proposals files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are solicited and unsolicited bids, and proposals to provide products or services which, due to funding or administration reevaluation, are no longer required by the municipal agency, or will not be opened in the bidding process.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21511

3

**TITLE:** Unsuccessful bid proposal files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21306

1

**TITLE:** Unsuccessful grant application files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

**RETENTION:**

Retain for 3 year(s) after final action

**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 3 years after rejection or withdrawal and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22744

1

**TITLE:** Utah emergency medical services (EMS)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

**RETENTION:**

Retain for 10 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 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21515

1

**TITLE:** Vendor list

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until superseded

**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 updated or superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21415

1

**TITLE:** Work order log

**DATES:** 1985-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 22738

1

**TITLE:** Work orders

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). City Manager

**SERIES:** 21307

3

**TITLE:** Working papers

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

**RETENTION:**

Retain for 5 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after project completion and then destroy.

**PRIMARY DESIGNATION:**

Public