

Retention and Classification Report

Agency: Provo (Utah). Public Works Department (768)

1377 South 350 East
351 W Center
Provo, UT 84606
801 852-6100

Records Officer: _____

30403	City Engineer project files
13500	Improvement district drawings and plot plans
30404	Provo City Engineer annual reports

AGENCY: Provo (Utah). Public Works Department

SERIES: 30403

3

TITLE: City Engineer project files

DATES: 1961-

ARRANGEMENT: Roughly chronological.

DESCRIPTION:

These records document projects reviewed and completed by the Provo City Engineer's office and include records primarily of street and highway improvements. Records include project specifications, analysis, evaluations and related maps. Records also include; contracts, agreements, requests for proposals, and public hearing transcripts.

RETENTION:

Retain permanently

DISPOSITION:

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records contain project reports for significant city infrastructure.

AGENCY: Provo (Utah). Public Works Department

SERIES: 30403

TITLE: City Engineer project files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019)

AGENCY: Provo (Utah). Public Works Department

SERIES: 13500

1

TITLE: Improvement district drawings and plot plans

DATES: 1983-

ARRANGEMENT: numerical by plan number

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

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Retain until superseded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Paper: Retain in Office until superseded and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Public Works Department

SERIES: 30404

3

TITLE: Provo City Engineer annual reports

DATES: 1921-

ARRANGEMENT: Chronological

DESCRIPTION:

These are annual reports compiled by the Provo City Engineer Department, and include a summary of the activities and accomplishments of the department for the previous year.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).