

## Retention and Classification Report

**Agency:** Park City (Utah). Public Works (772)

1053 Iron Horse Drive  
Park City, UT 84060  
435 615-5000

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

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**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21662

3

**TITLE:** As-built construction drawings

**DATES:** 1977-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21663

1

**TITLE:** Backflow prevention test reports

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

**RETENTION:**

Retain for 3 year(s) after superseded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 for 3 years after subsequent test and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(a) (2008)

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21664

3

**TITLE:** Bacteriological quality analyses reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain for 5 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bacteriological quality analyses reports, GRS-1110.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after subsequent test and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21665

1

**TITLE:** Billing adjustment records

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21666

1

**TITLE:** Billing register

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**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

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21667

1

**TITLE:** Billing report printout

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.

**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). Public Works

**SERIES:** 21700

1

**TITLE:** Capital project status report

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21668

3

**TITLE:** Chemical/radiological analyses

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain for 10 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

**AUTHORIZED:** 02-25-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21701

3

**TITLE:** Class "C" road funding project files

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Class "c" road funding project files, GRS-1148.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21580

3

**TITLE:** Class rolls

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Attendance rolls, GRS-1036.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21703

1

**TITLE:** Concrete maintenance records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21670

3

**TITLE:** Connection books

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21704

3

**TITLE:** Construction contract records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

**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). Public Works

**SERIES:** 21581

1

**TITLE:** Construction project files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

**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). Public Works

**SERIES:** 21705

3

**TITLE:** Construction project files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then transfer to State Archives.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21705

**TITLE:** Construction project files

(continued)

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21671

3

**TITLE:** Cross connection control survey files

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cross connection control survey files, GRS-1118.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after destruction of premise and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21672

1

**TITLE:** Customer application records

**DATES:** 1985-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**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 account closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21673

1

**TITLE:** Customer deposit cards

**DATES:** 1997-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

**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 account closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21674

3

**TITLE:** Daily filter log

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Daily filter log, GRS-1121.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21675

3

**TITLE:** Daily operation log

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Daily operational log, GRS-1122.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21676

1

**TITLE:** Daily pump station well reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

**RETENTION:**

Retain for 2 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 2 years after summary report is compiled and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21404

3

**TITLE:** Daily vehicle usage report

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21706

1

**TITLE:** Delivery tickets

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

**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). Public Works

**SERIES:** 21677

3

**TITLE:** Discharge monitoring and water reclamation plant reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, GRS-1124.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21678

3

**TITLE:** Ditch flow daily records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Ditch flow daily records, GRS-1125.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21679

1

**TITLE:** Ditch flow summary reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports summarize the amounts delivered to water companies.

The summary information is compiled monthly and/or annually. The

reports include name of company, date, amount of water delivered,

and amount required.

**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). Public Works

**SERIES:** 21707

3

**TITLE:** Drainage maintenance agreements

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

**RETENTION:**

Retain for 6 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 6 years after expiration of agreement and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21708

1

**TITLE:** Drainage system repair list

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by area name

**DESCRIPTION:**

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21709

1

**TITLE:** Drawings and diagrams

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**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). Public Works

**SERIES:** 21711

3

**TITLE:** Encroachment agreements

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, numerical

**DESCRIPTION:**

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

**RETENTION:**

Retain for 6 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 6 years after contract revocation and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21680

3

**TITLE:** Environmental protection agency (EPA) grant files

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Environmental protection agency (epa) grant files, GRS-1126.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21712

1

**TITLE:** Excavation permit application

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, numerical

**DESCRIPTION:**

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

**RETENTION:**

Retain for 1 year(s) after expiration of permit or license

**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 expiration and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21713

1

**TITLE:** Excavation permit billings

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

**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). Public Works

**SERIES:** 21681

1

**TITLE:** Field notes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

**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):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21714

1

**TITLE:** Flood control permit application

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipalwide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21682

3

**TITLE:** Flow charts

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sewage flow charts, GRS-1128.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21407

1

**TITLE:** Fuel records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21408

3

**TITLE:** Gasoline sales tickets

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fuel records, GRS-112.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21715

1

**TITLE:** Highway daily report

**DATES:** 1990-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

**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). Public Works

**SERIES:** 21683

3

**TITLE:** Hydrograph annual reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21684

1

**TITLE:** Hydrograph daily charts

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy provided annual report is compiled.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21716

1

**TITLE:** Information maps and plats

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21409

3

**TITLE:** Insurance adjuster's estimates

**DATES:** 1985-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are insurance adjusters' reports on repair estimates for municipal vehicles.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21717

3

**TITLE:** Interlocal agreements

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

**RETENTION:**

Retain for 6 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 Interlocal agreements, GRS-686.

**AUTHORIZED:** 04-26-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21718

3

**TITLE:** Intersection case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal intersection case files, GRS-1155.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21574

3

**TITLE:** Lease files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

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

**RETENTION:**

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

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(d) (2008)

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21582

1

**TITLE:** Maintenance complaints

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

**RETENTION:**

Retain for 2 year(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 2 years after Resolution of complaint and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21719

1

**TITLE:** Materials test results

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after projected completed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21685

3

**TITLE:** Meter books

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21686

3

**TITLE:** Meter location records

**DATES:** 1984-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

**RETENTION:**

Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter location records, GRS-1131.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year after removal of meter and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21687

3

**TITLE:** Meter repair and testing files

**DATES:** 1993-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

**RETENTION:**

Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter repair and testing files, GRS-1132.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after removal of meter and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21410

1

**TITLE:** Mileage certificates

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each municipally purchased vehicle.

**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). Public Works

**SERIES:** 21688

3

**TITLE:** National pollutant discharge elimination system permits

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993)). This applies to municipalities with a population of 100,000 or greater.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule National pollutant discharge elimination system permits, GRS-1133.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21721

1

**TITLE:** Parking meter report card log

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log shows the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21583

1

**TITLE:** Parks files

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

**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). Public Works

**SERIES:** 21722

1

**TITLE:** Permits to work in a public way

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

**RETENTION:**

Retain for 1 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 1 year after bond expires and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21702

1

**TITLE:** Public works complaint files

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21689

1

**TITLE:** Pump station well summary reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

**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). Public Works

**SERIES:** 21584

1

**TITLE:** Recreation program files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

**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). Public Works

**SERIES:** 21585

1

**TITLE:** Recreational activity release records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

**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.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. medical information



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21586

1

**TITLE:** Recreational equipment records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

**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 after equipment returned and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21587

1

**TITLE:** Recreational facility files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

**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). Public Works

**SERIES:** 21588

1

**TITLE:** Recreational facility maps

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

**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). Public Works

**SERIES:** 21589

1

**TITLE:** Registration records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

**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.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. home address and telephone number, social security number, medical information.

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21690

1

**TITLE:** Remittance stubs

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21723

1

**TITLE:** Resurfacing billings

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

**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). Public Works

**SERIES:** 21726

1

**TITLE:** School routing maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21691

3

**TITLE:** Sewer main location plats

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sewer main location plats, GRS-1136.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21727

1

**TITLE:** Signalized intersection records

**DATES:** 2000-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

**RETENTION:**

Retain for 2 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 2 years after signal device is removed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21412

1

**TITLE:** Space utilization reports

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21728

1

**TITLE:** Special assessment plats

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

**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 district is completed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21729

1

**TITLE:** Special event records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; date to appear on city council agenda if necessary; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

**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 after event and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21591

1

**TITLE:** Sports teams records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 22760

3

**TITLE:** Street cleaning records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

**AUTHORIZED:** 09-01-1989

**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). Public Works

**SERIES:** 22761

1

**TITLE:** Street maintenance records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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). Public Works

**SERIES:** 22762

3

**TITLE:** Street name and house number files

**DATES:** 1980-

**ARRANGEMENT:** Alphanumeric

**DESCRIPTION:**

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

**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 Street name and house number files, GRS-1167.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21692

3

**TITLE:** Television inspection reports

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

**RETENTION:**

Retain for 3 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sewer line monitoring records, GRS-1137.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21592

1

**TITLE:** Ticket stubs

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.

**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). Public Works

**SERIES:** 22765

1

**TITLE:** Traffic drawings

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

**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 revised and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 22759

1

**TITLE:** Traffic signal conflict monitor log

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21669

1

**TITLE:** Utility complaint files

**DATES:** 1985-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

**RETENTION:**

Retain for 3 year(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 3 years after date of resolution and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21413

1

**TITLE:** Vehicle assignment records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

**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:**

Computer data files: Retain in Office for 1 year and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 22737

3

**TITLE:** Vehicle maintenance records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21414

1

**TITLE:** Vehicle registration certificates

**DATES:** 1950-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These motor vehicle registration forms document municipal ownership of vehicle.

**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 vehicle is transferred or sold then with vehicle.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21693

3

**TITLE:** Water consumption annual reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21694

3

**TITLE:** Water consumption monthly reports

**DATES:** 1990-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21695

3

**TITLE:** Water flow annual recorder charts

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows.

The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water flow annual recorder charts, GRS-1145.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21696

3

**TITLE:** Water flow weekly recorder charts

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows.

The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water flow weekly recorder charts, GRS-1134.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21697

3

**TITLE:** Water main charts and indexes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21698

3

**TITLE:** Water stock purchase files

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water stock purchase records, GRS-1140.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after sale of stock and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Public Works

**SERIES:** 21699

3

**TITLE:** Water treatment plant operation reports

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum , maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water treatment plant operational reports, GRS-1141.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public