

## Retention and Classification Report

**Agency:** Perry (Utah) (776)

3005 South 1200 West  
Perry, UT 84302  
435 723-6461

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

21947	Account invoices
30030	Accounts payable and receivable records
30666	Annexation records
30667	Audited financial statements
21265	Board of adjustment minutes
30668	Building permit index
30672	City Council meeting packets
17142	Council minutes
21919	Deeds files
30669	Easement files
21918	*Financial ledgers
30671	Formal legal opinion records
30686	Grant files
30381	Gun range registration records
30673	Newsletters
20928	Ordinances
30031	Payroll records
30032	Personnel files
21264	Planning Commission minutes
30701	Public meeting minutes
30380	Range Safety Officer registration and release Forms
30674	Real property records
30624	Resolutions
30675	Road dedication records
30670	Roads, facilities and utilities as-built plans
30676	Scrapbooks
30677	Subdivision files

**AGENCY:** Perry (Utah)

**SERIES:** 21947

3

**TITLE:** Account invoices

**DATES:** undated

**ARRANGEMENT:** Numerical by check number, there under chronological by year

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency. These invoices contain other information found no where else and is used for reference by the agency.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Perry (Utah)

**SERIES:** 30030

3

**TITLE:** Accounts payable and receivable records

**DATES:** 2017-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by business name.

**DESCRIPTION:**

These records document payments made and received by Perry City for various city expenses. Records include payments made to vendors, loan payments, invoices, and reimbursement requests.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e)(2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2020.

**AGENCY:** Perry (Utah)

**SERIES:** 30666

3

**TITLE:** Annexation records

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains annexation records for Perry City. These records document the transfer of land between government agencies, and are used to track land changes over time. Records may include project files, letters to and from property owners, maps and State approvals.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Land use final plans, GRS-16589.

**AUTHORIZED:** 08-28-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

These records document land ownership and changes over time.

**AGENCY:** Perry (Utah)

**SERIES:** 30666

**TITLE:** Annexation records

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30667

3

**TITLE:** Audited financial statements

**DATES:** 1911-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records document the official annual audit of the financial history of Perry City conducted by a certified budget officer and filed with the State Auditor, and includes the approved annual operational budget, which documents actual spending during the fiscal year.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have fiscal value(s).  
Records document critical operational function.

**AGENCY:** Perry (Utah)

**SERIES:** 30667

**TITLE:** Audited financial statements

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 21265

3

**TITLE:** Board of adjustment minutes

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Perry (Utah)

**SERIES:** 21265

**TITLE:** Board of adjustment minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Perry (Utah)

**SERIES:** 30668

3

**TITLE:** Building permit index

**DATES:** 1911-

**ARRANGEMENT:** Chronological by filing year.

**DESCRIPTION:**

This series contains an index for building permits issued by Perry City. These records register the building permits issued, and may include types of license issues, date issued, applicant information, and address of building.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Building permit indexes, GRS-439.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records document the built environment of Perry City.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30672

3

**TITLE:** City Council meeting packets

**DATES:** 1990-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These records contain supplemental materials provided to the City Council members for reference during a public meeting.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records are used to provide context to minutes and decisions of the city council.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 17142

3

**TITLE:** Council minutes

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then N and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Perry (Utah)

**SERIES:** 21919

3

**TITLE:** Deeds files

**DATES:** 1913-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Perry (Utah)

**SERIES:** 30669

3

**TITLE:** Easement files

**DATES:** 1911-

**ARRANGEMENT:** Numerical by address number.

**DESCRIPTION:**

This series contains easement files. These records are used to document city and utility easements, which document the city right of way. 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:**

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 for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These files document the governments rights to access property.

**AGENCY:** Perry (Utah)

**SERIES:** 30669

**TITLE:** Easement files

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 21918

1

**TITLE:** Financial ledgers

**DATES:** 1952-1990.

**ARRANGEMENT:** Chronological by date

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**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 after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Perry (Utah)

**SERIES:** 30671

3

**TITLE:** Formal legal opinion records

**DATES:** 1911-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These series contain formal legal opinions issued by the city attorney and are used for legal reference. These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records help document legal precedent.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30671

**TITLE:** Formal legal opinion records

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(c)(2023).

Protected. Utah Code 63G-2-305(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30686

3

**TITLE:** Grant files

**DATES:** 2011-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

These records document grants received or awarded to Perry City, and are used to review grant requirements, disbursements and reimbursements. Records include grant contract, progress reports, financial tracking records. The records series may also contain applications, notice of award, reports, correspondence, and related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until grant expires and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-3-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30381

3

**TITLE:** Gun range registration records

**DATES:** 2014-

**ARRANGEMENT:** Chronological by registration date

**DESCRIPTION:**

These records document the participants and/or attendees to the city operated gun range and are used for reference by the agency. Records are used as an agreement to engage in firearms shooting, camping, or other activities at the shooting sports complex. These records contain the participants name, address phone, email, age and gender with a waiver, release, indemnification, hold harmless, and assumption of risk and liability agreement for the Perry City gun range.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Recreation registration records, GRS-649.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until administrative need met and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Perry (Utah)

**SERIES:** 30673

3

**TITLE:** Newsletters

**DATES:** 1911-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records contain city newsletters produced by Perry City.  
Records document city news and events.

**RETENTION:**

Retain permanently

**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 for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records document significant local news and events.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 20928

3

**TITLE:** Ordinances

**DATES:** 1911-

**ARRANGEMENT:** Numerical by ordinance number

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Perry (Utah)

**SERIES:** 20928

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Perry (Utah)

**SERIES:** 30031

3

**TITLE:** Payroll records

**DATES:** 2013-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the payroll and benefit registers of Perry City employees. They include information such as hours worked, wages paid, benefit deductions and tax deductions. These records are used to verify payroll transactions.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(2)(b)(2020).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2020.



**AGENCY:** Perry (Utah)

**SERIES:** 30032

3

**TITLE:** Personnel files

**DATES:** 1975-

**ARRANGEMENT:** Chronological by hire date, thereunder alphabetical by employees last name.

**DESCRIPTION:**

These records are official employment files for all Perry City Municipal Corporation employees. These files may include the employment application, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (1)(a)(2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2020.

**AGENCY:** Perry (Utah)

**SERIES:** 21264

3

**TITLE:** Planning Commission minutes

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then N and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Perry (Utah)

**SERIES:** 21264

**TITLE:** Planning Commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Perry (Utah)

**SERIES:** 30701

3

**TITLE:** Public meeting minutes

**DATES:** 1911-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series includes approved minutes of an various public boards in Perry City and are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records discuss substance of all matters proposed, discussed, or decided, and votes taken by public boards in Perry City.

**AGENCY:** Perry (Utah)

**SERIES:** 30380

3

**TITLE:** Range Safety Officer registration and release Forms

**DATES:** 2014-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document authorization for Perry City to conduct a background and/or consumer report for a Range Safety Officer volunteer assignment. Records are used as authorization to obtain a consumer credit report and release of information for Range Safety Officer purposes at the city shooting sports complex. These records contain applicants name, social security number, gender, race, date of birth, phone, address, drivers license information and/or a copy of the license, employment history, previous residences, and criminal history information.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

**AUTHORIZED:** 04-01-2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until administrative need met and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Perry (Utah)

**SERIES:** 30380

**TITLE:** Range Safety Officer registration and release Forms

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(2)(a)(b)(d)(2022)

**AGENCY:** Perry (Utah)

**SERIES:** 30674

3

**TITLE:** Real property records

**DATES:** 1911-

**ARRANGEMENT:** Numerical by address.

**DESCRIPTION:**

This series contains real property files, used to document real estate and property owned by Perry City. These records document the transfer of ownership of real estate to or from a governmental entity whether by trade, sale, acquisition, transfer, donation, or other means.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document real estate owned by government.

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30624

3

**TITLE:** Resolutions

**DATES:** 1911-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series includes resolutions adopted and passed by the Perry City Council. Local legislative bodies may exercise administrative powers by issuing resolutions. Records may include formal opinions, decisions, and authorization issued by resolution.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after administrative need is met and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.



**AGENCY:** Perry (Utah)

**SERIES:** 30624

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30675

3

**TITLE:** Road dedication records

**DATES:** 1911-

**ARRANGEMENT:** Numerical by address.

**DESCRIPTION:**

This series contains road dedications, which are used to reference roads owned and operated by Perry City. Records document the transfer of roads or property for roads to the city.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records document city property ownership.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30670

3

**TITLE:** Roads, facilities and utilities as-built plans

**DATES:** 1911-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

These records contain as-built plans for city roads, facilities and utilities. Records are used to review city construction and infrastructure projects specifications and plans. Records may include final plans and specifications for approved and constructed buildings, facilities, roads, and bridges.

**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 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records document city infrastructure and public utilities.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30676

3

**TITLE:** Scrapbooks

**DATES:** 1911-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains scrapbooks created by Perry City. Records include pictures, stories and newsclippings with entries regarding relevant city projects and events.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records include pictures and histories of city events.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Perry (Utah)

**SERIES:** 30677

3

**TITLE:** Subdivision files

**DATES:** 1911-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

This series contains subdivision review case files, used to reference the construction of city subdivisions. Records may contain subdivision maps, applications, escrow fees paid, developer information, infrastructure details, inspections, and other subdivision related documents.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records document significant city growth and construction.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).