# Retention and Classification Report

**Agency:** Provo (Utah). Community Development Department (804)

330 West 100 South
Provo, UT 84603-1849
801 852-6100

**Records Officer:** _____

| | |
|---|---|
| 15868 | Annexation files |
| 85152 | Building permits |
| 06618 | *Building plans |
| 06199 | Community development/building inspection plan |
| 15877 | Deeds files |
| 15878 | Easement file |
| 31545 | Project files |
| 13504 | Street plans |
| 85230 | Subdivision review case files |
| 85152 | Building permits |
| 85230 | Subdivision review case files |

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 15868 1
**TITLE:** Annexation files
**DATES:** undated
**ARRANGEMENT:**
**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

**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 UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 85152 4
**TITLE:** Building permits
**DATES:** i 1952-
**ARRANGEMENT:** Numerical by permit number.
**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**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:**

Microfilm master: For records beginning in 1952 through 1984. Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 85152
**TITLE:** Building permits

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 6618 1
**TITLE:** Building plans
**DATES:** ca. 1971-1996.
**ARRANGEMENT:** Numerical by street address
**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 6618
**TITLE:** Building plans

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of architecture and construction methods in Utah during the later decades of the twentieth century.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2021.

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 6199 1
**TITLE:** Community development/building inspection plan
**DATES:** 1972-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

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

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

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 6199
**TITLE:** Community development/building inspection plan

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 27639 3
**TITLE:** capital improvement
**DATES:** 1967-1976.
**ARRANGEMENT:**
**DESCRIPTION:**

Utah County Improvements program for the years 1967, 1975 and 1976. The 1967 records include the economic base study for Utah County and the Planning and Goals Policies. The 1975 and 1976 are focused on the capital improvements programs for the city of Provo and projected projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on value of these records in documenting history of economic base studies and capital improvement programs for Utah County and Provo City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 15877 3
**TITLE:** Deeds files
**DATES:** undated
**ARRANGEMENT:**
**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.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 15878 3
**TITLE:** Easement file
**DATES:** undated
**ARRANGEMENT:**
**DESCRIPTION:**

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

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 31545 3
**TITLE:** Project files
**DATES:** 1932-
**ARRANGEMENT:** roughly chronological.
**DESCRIPTION:**

This series contains various project files for development projects in Spanish Fork City. Project files may include agreements, financial planning documents, project specifications, related city plans, leases, maps, petitions, and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Records document efforts undertaken by Provo City to develop land and property.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 13504 3
**TITLE:** Street plans
**DATES:** 1979-
**ARRANGEMENT:** Numerical by year and street
**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:**

Retain permanently

**DISPOSITION:**

May 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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 13504
**TITLE:** Street plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 85230 1
**TITLE:** Subdivision review case files
**DATES:** 2013-
**ARRANGEMENT:** Alphabetical by subdivision name
**DESCRIPTION:**

These case files document the developmental history of subdivsion palns submitted to the Planning Commission for compliance review with zoning ordinances.

**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:**

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

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012)

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 14860 3
**TITLE:** Zoning enforcement records
**DATES:** 1959-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:** 4.00 cubic feet.
**DESCRIPTION:**

Complaint forms used for keeping notices of violations of Zoning Code. Files are closed either through court action or voluntary compliance. Includes complaint date, complainant, zoning officer, business or individual, property address, county plat number, business license number, zone, description of violation, action taken, and follow up.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the recommendation of the agency.

**AGENCY:** Provo (Utah). Community Development Department

**SERIES:** 14860
**TITLE:** Zoning enforcement records

(continued)

**PRIMARY DESIGNATION:**

| | |
|---|---|
| Protected | UCA 63G-2-305(8)(a) and (b) Provo City Ordinance 1995 3.13.110(8)(a), (b) and (c) |

**SECONDARY DESIGNATION(S):**

| | |
|---|---|
| Public. | Citation, names and information that is not collected during the investigative process. |