

Retention and Classification Report

Agency: Joint City & County Building Committee (Salt Lake City, Utah) (907)

, UT

Records Officer: _____

23829	*Contract record book
29151	*Defense exhibit record
04505	*Incoming correspondence
04615	*Letterbooks
04506	*Meeting minutes
29150	*Original contract bids
04504	*Payment reports to the County Court
29151	*Defense exhibit record

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 23829

3

TITLE: Contract record book

DATES: 1893.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This record book contains copies of contracts and agreements between the Joint City-County Building Committee and individual contractors regarding the construction of a building to provide offices for both Salt Lake City and Salt Lake County governments. Contracts pertain to plumbing, gas fitting, and steam heating; electric wiring; safes and locks; plastering; mill work; and painting and sanding.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 29151

3

TITLE: Defense exhibit record

DATES: 1891-1896.

ARRANGEMENT: none

DESCRIPTION:

These records contain the exhibit documentation used in the John H. Bowman vs. Salt Lake City and Salt Lake County.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as they document the actions of both Salt Lake City and Salt Lake County in their collaborative efforts in the creation of this building.

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 27608

3

TITLE: floor plan

DATES: 1891.

ARRANGEMENT:

DESCRIPTION:

First floor plan, basement plan. Also construction of roof and tower plans.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Disposition based on historical and research value of the original building plans for this building.

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4505

3

TITLE: Incoming correspondence

DATES: 1891-1896.

ARRANGEMENT: Chronological by letter date.

DESCRIPTION:

These records document the incoming correspondence to the Joint City-County Building Committee in preparation for the construction of a building to provide offices for both the city and county of Salt Lake.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as they document the actions of both Salt Lake City and Salt Lake County in their collaborative efforts in the creation of this building.

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4615

3

TITLE: Letterbooks

DATES: 1891-1895.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains two letterbooks which contain copies of the outgoing correspondence sent by Joint City-County Building Committee in preparation for the construction of a building to provide offices for both the city and county of Salt Lake.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as they document the actions of both Salt Lake City and Salt Lake County in their collaborative efforts in the creation of this building.

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4615

TITLE: Letterbooks

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4506

3

TITLE: Meeting minutes

DATES: 1893-1895.

ARRANGEMENT: Chronological.

DESCRIPTION:

These minute books record the activities at meetings of the committee established to build a building to provide office space for both Salt Lake City and Salt Lake County governments. Minute entries include date and place of meeting, members present, and items discussed.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have permanent historical value as they document the actions of both Salt Lake City and Salt Lake County in their collaborative efforts in the creation of this building. Records also have evidentiary value and serve as a history of board and committee actions.

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 29150

3

TITLE: Original contract bids

DATES: 1891.

ARRANGEMENT: Numerically.

DESCRIPTION:

These records document the original bidding process for the new Joint City and County Building.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as they document the bidding process related to the creation of the Joint City and County Building.

PRIMARY DESIGNATION:

Public

AGENCY: Joint City & County Building Committee (Salt Lake City, Utah)

SERIES: 4504

3

TITLE: Payment reports to the County Court

DATES: 1893-1895.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records consist of a bound volume of payment requests and recommendations from the Joint City and County Building Committee to the Salt Lake County clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as they document the actions of both Salt Lake City and Salt Lake County in their collaborative efforts to serve their constituencies.

PRIMARY DESIGNATION:

Public