

# Retention and Classification Report

**Agency:** Salt Lake County (Utah). Building Inspection (920)

2001 South State Street  
Salt Lake City, UT 84190

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

05128	Building permit files
01661	Building plans
13283	Drawings

**AGENCY:** Salt Lake County (Utah). Building Inspection

**SERIES:** 5128

3

**TITLE:** Building permit files

**DATES:** 1969-

**ARRANGEMENT:** Alphanumerical by street address

**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 authorized by Archives general schedule Building permit indexes, GRS-439.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Salt Lake County (Utah). Building Inspection

**SERIES:** 5128

**TITLE:** Building permit files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake County (Utah). Building Inspection

**SERIES:** 1661

1

**TITLE:** Building plans

**DATES:** 1959-

**ARRANGEMENT:** Alphanumerical

**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, government agency and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address. Film holdings may also include residential and private commercial buildings with a limited retention.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Salt Lake County (Utah). Building Inspection

**SERIES:** 1661

**TITLE:** Building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake County (Utah). Building Inspection

**SERIES:** 13283

3

**TITLE:** Drawings

**DATES:** undated

**ARRANGEMENT:** numerical

**DESCRIPTION:**

Includes (acc. 3841) public safety and jail buildings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

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