Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Community and Economic Development (1020)
City & County Building
451 South State, Room 404
Salt Lake City, UT 84114
801-535-7777

Records Officer: _____

26349	Commercial building plans
26347	Public building plans (Municipal & County)
24033	Publications
26348	Residential building plans

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26349 1
TITLE: Commercial building plans
DATES: 1982-
ARRANGEMENT: Numerical by permit number
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. 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, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

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: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26347 1
TITLE: Public building plans (Municipal & County)
DATES: 1982-
ARRANGEMENT: Numerical by permit number
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:

Permanent. Retain for 10 year(s)

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 for 7 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26347
TITLE: Public building plans (Municipal & County)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 24033 1
TITLE: Publications
DATES: 2000-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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.

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: Salt Lake City (Utah). Department of Community and Economic Development

SERIES: 26348 1
TITLE: Residential building plans
DATES: 1982-
ARRANGEMENT: Numerical by permit number
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by 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, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public