

Retention and Classification Report

Agency: Salt Lake City (Utah). Mayor : Mendenhall (1041)

City & County Building
451 South State Street, Room 306
Salt Lake City, UT 84111
801-535-6333

Records Officer: _____

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AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82764

3

TITLE: Appointment calendar

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These calendars record all appointments of the mayor. These calendars include date, time, what meeting is about, name of contact person, phone number, and location of meeting. Also includes schedule request forms and briefing paper or information about meeting along with any correspondence from requestor.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center until expiration of term and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the office and the historical value of the record. These calendars are important in documenting the activities of the mayor and to reflect his management style and involvement in city affairs.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82767

3

TITLE: Appointments files

DATES: 1985-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files contain correspondence associated with the Mayor's appointments to city boards and committees. These files include correspondence, resumes, financial statements, letters of resignation, and letters of appointment.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the appointment of boards and committees.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 4903

3

TITLE: Coat of arms

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82766

3

TITLE: Current issues files

DATES: 1985-

ARRANGEMENT: alphabetical by subject

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain all documentation concerning current issues under Mayor's jurisdiction. Some examples of present issues are: Children's Museum; Restoration of City and County Building; Fair Labor Standards Act; Mayor's Task Force for Appropriate Treatment of Homeless and Mentally Ill; Rose Park Sludge Dump; Trusts for Public Land Little Cottonwood Canyon; and Amtrak Issue. These files include copies of articles, laws, drawings, proposals, and staff studies.

RETENTION:

Permanent. Retain until resolution of issue

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until issue resolved in City Records Storage and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the involvement of the Mayor in major city issues.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 4865

3

TITLE: Directory

DATES: 1964-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Current directories have administrative use. Older directories document the organization and history of municipal government.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82762

3

TITLE: Executive action log

DATES: 1985-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These logs record all documents signed by the Mayor. It is used to verify the arrival, the signature, and the departure of documents from the Mayor's Office. These logs include department received from, description of document(s), and date signed by Mayor.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This log is historically valuable because it documents the types of records signed by the Mayor and reflects the management style of the Mayor.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82765

3

TITLE: General correspondence files

DATES: 1984-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files contain the public correspondence of the Mayor. These files include thank you letters to or from Mayor, requests for information, press releases, letters of recommendation and welcome, letters of complaint along with the response, and correspondence to or from department heads, City Council members, and intergovernmental agencies.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1987

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the office and the historical value of the records. These files are important in documenting the mayor's policies, involvement, and style.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 17896

3

TITLE: General housekeeping files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule
Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 82763

3

TITLE: Incoming office calls log

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These log books document all incoming telephone calls to Mayor's Office. These books include person whom message is for, date, time, name of caller, agency or office represented, phone number, text of message, and type of call.

RETENTION:

Retain for 2 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 4940

3

TITLE: Publications

DATES: 1964-

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by the municipality, including pamphlets, leaflets, studies, proposals and other similar materials. These records include information on programs and events sponsored or supported by the mayor's office. Community newsletters detailing plans and preparations for the Salt Lake 2002 Olympic and Paralympic Winter Games are included. The series consists primarily of isolated publications not part of a more specific series.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). Mayor : Mendenhall

SERIES: 4940

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public