

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Mayor : DePaulis (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:** 84378

3

**TITLE:** "Celebrate the city" program celebration file

**DATES:** 1989.

**ARRANGEMENT:** none

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This file documents the "Celebrate the City" activities held in connection with the rededication of the City and County Building. On April 29 and 30, 1989, the city and county building was officially opened after being closed for restoration since November 1986. This file includes: an invitation to the celebration listing activities; a booklet titled "451 Washington Square" (summarizing the history of the building and restoration); a program for the opening ceremonies on April 29; a copy of Mayor Palmer DePaulis' address; an inventory of the contents of the 1892 City and County Building time capsule; a foldout of the City and County Building showing names of workmen involved in the restoration; and "Children Celebrate the City" (a coloring book for children on the building).

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of these records to document the activities of the opening of the historic City and County Building.

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

**SERIES:** 84378

**TITLE:** "Celebrate the city" program celebration file

(continued)

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

**SERIES:** 14633

1

**TITLE:** Administrative records

**DATES:** 1876-1899.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These files document various activities undertaken by the City of Salt Lake. They include city council exhibit files; correspondence; affidavits; resolutions; watermain intentions; police court records; and city recorder letterpress book.

**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).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 4882

3

**TITLE:** Annual reports

**DATES:** 1892-1915.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains the mayor's message and annual reports from Salt Lake City agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**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:** 14608

1

**TITLE:** Audit files

**DATES:** 1982-1991.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These are the draft copies and published copies of performance and operation audits and other special reports undertaken by city departments for the Mayor. Reports written prior to 1985 were under the Ted Wilson Administration.

**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).

**PRIMARY DESIGNATION:**

Public UCA 51-2-3(3) (2008)

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

**SERIES:** 14626

3

**TITLE:** Audit record files

**DATES:** 1981-1983.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document performance and operation audits undertaken of city departments during the Wilson administration. They include drafts and actual final audits.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14607

1

**TITLE:** City-County building restoration files

**DATES:** 1985-1991.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the restoration and earthquake retrofitting of the city-county building. They include the records of Phil Erickson, DePaulis's assistant overseeing the restoration, photographs, slides and videotapes of the actual restoration, various studies, and celebration activities for the reopening in 1989.

**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.

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

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

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**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:** 4918

4

**TITLE:** Correspondence

**DATES:** i 1879-1896; 1919-1932.

**ARRANGEMENT:** None

**DESCRIPTION:**

Incoming and outgoing mail relating to city functions and matters.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1919 through 1932.  
Retain in State Archives permanently.

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14625

1

**TITLE:** Correspondence (outgoing)

**DATES:** 1987-1991.

**ARRANGEMENT:** Alphabetical by staff member's names.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**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).

Correspondence which documents agency history and functions are useful to researchers.

**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:** 14623

1

**TITLE:** General subject files

**DATES:** 1985-1991.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**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).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14627

1

**TITLE:** General subject files

**DATES:** 1979-1985.

**ARRANGEMENT:** None

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**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).

**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:** 14606

3

**TITLE:** Invitations and regret correspondence

**DATES:** 1985-1991.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 14.00 cubic feet.

**DESCRIPTION:**

These are the invitations to, acceptances, and regrets for speaking opportunities and appearances by Mayor DePaulis. They include the invitation, letters, memorandum, and schedule log.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 5549

3

**TITLE:** Letterbooks

**DATES:** 1876-1888.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Letter press copies of out-going correspondence from the mayor's office.

**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).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 85279

4

**TITLE:** Marshal's requisitions

**DATES:** i 188-1892.

**ARRANGEMENT:** Numerical by requisition number

**DESCRIPTION:**

A form filled out by the marshal's office to request money, supplies, or services from the Mayor's office. Each form is sent to the Mayor and the request is granted or denied.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1888 through 1892.  
Retain in State Archives permanently.

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

**SERIES:** 14609

1

**TITLE:** Municipal association files

**DATES:** 1985-1991.

**ARRANGEMENT:** None (roughly by association name)

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

**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).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14624

1

**TITLE:** Newspaper clippings

**DATES:** 1985-1991.

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**DESCRIPTION:**

These newspaper clipping files document the activities of the mayor's office and other city departments. Includes actual newspaper clippings and photocopies of newspaper articles.

**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).

Scrapbooks which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14632

1

**TITLE:** Personnel files

**DATES:** 1990-1991.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files document activities between the mayor and individual department heads (police chief, fire chief, etc.). Includes correspondence, memoranda, reports, and letters of recommendation.

**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 administrative value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14631

1

**TITLE:** Petitions and proclamations

**DATES:** 1989-1991.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document petitions received by the mayor and proclamations he signed. Includes the actual petitions, proclamations, memoranda, and related correspondence.

**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).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14630

3

**TITLE:** Planning records

**DATES:** 1987.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document various planning activities including Utah Tomorrow and other strategic plans. They include actual reports, memoranda, and supporting documentation.

**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 historical value(s).  
These records document Salt Lake City planning.

**PRIMARY DESIGNATION:**

Public

**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

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

**SERIES:** 85301

3

**TITLE:** Records

**DATES:** i 1960-1972.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The correspondence and files of the office of mayor. Large portions of the collection are devoted to the "For America" organization, attempting to repeal the federal income tax, and its funding for U.S. foreign aid.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1960 through 1972.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1960 through 1972.  
Retain in State Archives permanently.

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

**SERIES:** 85282

4

**TITLE:** Scrapbooks

**DATES:** i 1924-1973.

**ARRANGEMENT:** Chronological, thereunder by subject matter or department

**DESCRIPTION:**

A collection of newspaper articles that involve the city and its management.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1924 through 1973.  
Retain in State Archives permanently.

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

**SERIES:** 14629

3

**TITLE:** Utah Tomorrow survey files

**DATES:** 1987.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are survey forms sent to Salt Lake City residents in their water bills. The survey was used to collect information on current city programs and opinions on future activities. Includes actual completed survey forms.

**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.

**APPRAISAL:**

These records have historical value(s).

These surveys provide information about public attitudes concerning the topics quarried, which is valuable social history information.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83280

3

**TITLE:** Voucher register

**DATES:** 1908-1921.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This single volume contains an accounting of expenditures of the mayor and is labeled on the cover "Mayor Voucher Register 1". The volume contains on the inside cover a key to the mayor's classification system; inside the volume includes: the date; the amount; salaries; office supplies and expenses; mayor's contingent fund; annual report; and manager and sundries. It also contains a listing of petitions for the year 1920. Recorded information includes: the petition number, name and subject; date received; reference, date of reference; date of return; deposition and remarks, and date of final action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of the record to document the actions of the mayor of Salt Lake City.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 24114

3

**TITLE:** Winter Olympic games presentation

**DATES:** 1972.

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a presentation, with cover letter, from the mayor's office to the president of the United States Olympic Committee regarding a bid to host the 1976 Winter Olympics.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records document Salt Lake City's bid for the 1972 Olympic Winter Games. The records are useful for historical research.

**PRIMARY DESIGNATION:**

Public