

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Planning Commission (1062)

451 South State, Room 406  
Salt Lake City, UT 84111

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

06774	*Planning Commission agenda
06773	*Planning Commission minutes
06788	*Publications

**AGENCY:** Salt Lake City (Utah). Planning Commission

**SERIES:** 6774

3

**TITLE:** Planning Commission agenda

**DATES:** 1962-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These agendas are for Planning Commission meetings. They are used for referencing actual dates on which petitions were considered (petition log only lists hearing dates), and for researching dates on non-petition matters. These agendas include date; time; place of meeting; and a description of each item to be considered at meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

**APPRAISAL:**

The agendas are microfilmed only for security purposes.

**AGENCY:** Salt Lake City (Utah). Planning Commission

**SERIES:** 6773

3

**TITLE:** Planning Commission minutes

**DATES:** 1924-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are of meetings and hearings held by the Planning Commission. The Planning Commission consists of eleven members appointed by the mayor to represent citizens in deciding matters concerning zoning and master plan considerations. They are used for research purposes. These minutes include staff reports, correspondence, and attendance rosters are included as appendices to each meeting's minutes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

**APPRAISAL:**

These minutes are extremely important in the research into the planing process of Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Planning Commission

**SERIES:** 6788

3

**TITLE:** Publications

**DATES:** 1919-2015.

**ARRANGEMENT:** Chronological

**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 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 Office permanently.

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

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
Disposition based on research value of these records regarding planning and development of Salt Lake City and the plans considered and/or adopted by the Planning Commission, City Commission or City Council. They reflect the activities, decisions and functions of these Commissions.

**PRIMARY DESIGNATION:**

Public