

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations (1067)  
196 West 500 South  
Salt Lake City, UT 84104  
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**Records Officer:** \_\_\_\_\_

06705	*Equipment inventory log
08776	*General photographs of parks
08777	*Historical photographs of parks activities
06710	*Maintenance complaint/request files
06709	*Playground equipment record books
06706	*Safety committee minutes
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06711	*Work crew activity shade tree work files
06712	*Work crew parks daily log

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6705

3

**TITLE:** Equipment inventory log

**DATES:** 1986-2015.

**ARRANGEMENT:** Numerical by inventory number

**DESCRIPTION:**

This bound log lists all Parks Department equipment. It is used to monitor location of all equipment and is updated continuously.

This log includes description, serial number, assigned location, and inventory number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until disposition of item and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 8776

3

**TITLE:** General photographs of parks

**DATES:** 1977-2015.

**ARRANGEMENT:** Alphabetical by category

**DESCRIPTION:**

These photographs were taken by the Parks Department of storm damages, flood damages, accidents involving Parks Department vehicles or equipment, and hazardous conditions on public property. They are used as documentation in case of litigation, and for description purposes in disposal of property or equipment.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These pictures will be transferred to the Archives to allow for careful analysis to determine whether they warrant permanent storage. They are viewed by the department to have no historical value.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 8777

3

**TITLE:** Historical photographs of parks activities

**DATES:** 1977-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These photographs were taken by the Parks Department of storm damages, flood damages, accidents involving Parks Department vehicles or equipment, hazardous conditions of public property. They may be used as documentation in case of litigation, for description purposes in disposal of property or equipment, or have historical value.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

The Parks Department has determined these photographs have both long term administrative and historical values and need to be kept permanently.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6710

3

**TITLE:** Maintenance complaint/request files

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The files contain a record of complaints or request received from the general public concerning trimming, removal or spraying of trees, removal of weeds, and bushes on corners blocking traffic. They are used to verify that action taken to resolve the issue. The files include date, name, phone and address of requesting person, type of request, remarks of foreman handling request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6709

3

**TITLE:** Playground equipment record books

**DATES:** 1984-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These receipt books record playground equipment and tools loaned by the Parks Department in connection with reserved park areas. They are used to maintain a record of location of equipment. These receipt books include group name; to whom equipment was issued; name; address; and phone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6706

3

**TITLE:** Safety committee minutes

**DATES:** 1980-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes document the monthly meetings of the Safety Committee. The committee consists of Parks Department supervisors who meet to ensure that safety requirements are being met and to update requirements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6708

3

**TITLE:** Store room receipt books

**DATES:** 1984-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These receipt books are used to record merchandise (such as tools, grass seed, machinery parts) used by the parks and golf operations. They are used for billing and budget purposes and for inventory records. Books are segregated by specific Parks divisions such as golf courses, cemetery, aviary, carpenters, plumber. Includes: quantity, items issued, date taken, by whom and cost of each item.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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



**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6707

3

**TITLE:** Supervisor's daily reports

**DATES:** 1981-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These report forms are compiled daily by each crew supervisor. They are used to record daily activity and are necessary for legal documentation. These reports include date, crew name, purpose of job, list of crew members, hours worked, pay amount for hours worked, total cost of labor, equipment used, and amounts of rental equipment (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6704

3

**TITLE:** Vehicle fuel consumption printout

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This computer printout shows the consumption of fuel by the Parks Department vehicles. It is used to monitor fuel usage. This printout includes transaction number, employee, equipment number, date, time pump number, fuel type, amount of fuel used, speedometer number and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6711

3

**TITLE:** Work crew activity shade tree work files

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files consist of daily forms completed to record works performed on shade trees. They are used to keep a record of work schedule and a history of trees. These files include date, supervisor's name, number of trees or stumps removed, topped, sprayed, or planted, holes filled, loads picked up, loads taken to dump, chips removed, stumps poisoned, miscellaneous related information, remarks and location of work.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Services. Parks Department. Division of Operations

**SERIES:** 6712

3

**TITLE:** Work crew parks daily log

**DATES:** 1976-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This daily log is maintained by each supervisor to record activity of work crews. It is used for reference, verification of work accomplished, and budget purposes. This log includes date, job location, men worked, hours worked, and materials used.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.