

Retention and Classification Report

Agency: Salt Lake City (Utah). City Recorder (1085)

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Salt Lake City, UT 84111
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Records Officer: _____

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AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26424

3

TITLE: Annual budget

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26424

TITLE: Annual budget

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26417

3

TITLE: Annual reports

DATES: 1981-

ARRANGEMENT: Chronological by year

DESCRIPTION:

Annual reports are required by Salt Lake City Code 2.04.010.

These reports describe financial state of Salt Lake City on a yearly basis. Included are statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain for 5 year(s)

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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26416

3

TITLE: Appointments of committee members and appointed officials

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84359

3

TITLE: Bound ordinances

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.70 cubic feet.

DESCRIPTION:

These are the superseded pages removed from published ordinances of Salt Lake City. They include ordinance, page number, and date of revision.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26423

3

TITLE: Budget information files

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26415

3

TITLE: Campaign finance statements

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

These records are required by Salt Lake City Ordinance 2.46 and by UCA 10-3-208. Candidates running for Salt Lake City municipal office must report their contributions and expenditures. These records document itemized contributions and expenditures made by each candidate. Included in the record is information such as date of contribution, the names and addresses of contributors and the amount of the contribution. Also included are the dates of expenditures, who it was paid to, and the amount of the expenditure.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Campaign financial disclosure statements, GRS-282.

AUTHORIZED: 08-13-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26415

TITLE: Campaign finance statements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84354

3

TITLE: Committee minutes

DATES: 1982-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

This is a record of the proceedings of meetings of City standing committees including: Salt Lake Valley Solid Waste Management Committee, Public Utilities Advisory Committee, Tracy Aviary Advisory Board, Committee of the Whole, Records Management Committee and Restoration of the City County Building Committee. These minutes include date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84366

3

TITLE: Contracts and agreements

DATES: 1851-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is an official record of agreement or method of action between the city and one or more parties which is enforceable by law, to acquire, or incur services, products, etc. These include name, date, description of service to be rendered or terms of agreement, and authorizing signature. May also include insurance payment and performance bonds, jobs specification books, related correspondence.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: For records beginning in 1851 through 1900. Retain in Office for 20 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 20 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84366

TITLE: Contracts and agreements

(continued)

APPRAISAL:

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

This disposition is based on the use of these records as historical, legal and fiscal documentation of the activities of this agency.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26419

3

TITLE: Council agenda

DATES: 1981-

ARRANGEMENT: Chronological by year, thereunder chronological by day

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files backup: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26412

1

TITLE: Election ballots

DATES: 1981-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain for 22 month(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 22 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26413

1

TITLE: Election canvasses

DATES: 1981-

ARRANGEMENT: Chronological by year

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Permanent. Retain for 5 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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26414

3

TITLE: Election returns

DATES: 1981-

ARRANGEMENT: Chronological by election date

DESCRIPTION:

These are books of tabulations counted by the election judges.
They serve as the official tally of votes for municipal elections.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule
Municipal election ballots and returns, GRS-1020.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84348

3

TITLE: Employee disclosure statements

DATES: 1981-

ARRANGEMENT: chronological, thereunder alphabetical by category

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

This is a city wide form which all employees of the Salt Lake City Corporation must fill out to disclose business activities. The form is required by City ordinance and must be updated annually. It includes name, date, position, city department employed, and business affiliation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26425

3

TITLE: Government records access and management act access request

DATES: 1997-

ARRANGEMENT: Chronological by year, thereunder numerical by file number

DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26426

3

TITLE: GRAMA records appeals case files

DATES: 1997-

ARRANGEMENT: Chronological by year, thereunder numerical by case number

DESCRIPTION:

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA)(UCA 63-2-701 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government records access and management act (grama) appeals board case files, GRS-1715.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Sound recordings: Retain in Office for 1 year and then erase.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26426

TITLE: GRAMA records appeals case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84355

3

TITLE: Hearings record

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

This is a record of the proceedings of specific hearings requested by the public for various reasons including licensing, the denial of licenses (for business, liquor, taxi) revocation of business license, or special hearings called by the Mayor or City Council. The record includes minutes, tape recordings, and related correspondence.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Sound recordings: Retain in Office for 1 month after approval of minutes and then erase.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84352

1

TITLE: Mayor's report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a weekly accounting to verify action taken by the Mayor on documents requiring his approval. It consists primarily of contracts and agreements signed, but may also include revocable permits, easements, policies/procedures, and religious/charitable solicitation applications. These reports include departments involved, date approved, name and address of persons or business, type of action taken and reason for actions.

RETENTION:

Permanent. Retain for 5 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 5 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 82755

4

TITLE: Minutes

DATES: 1851-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 82755

TITLE: Minutes

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based on the historic value of these records in documenting the growth and changes of Salt Lake City from its territorial beginnings to the modern era.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26777

1

TITLE: Mutual commitment registration records

DATES: 2008-

ARRANGEMENT: Chronological by date and thereunder numerical by file number

DESCRIPTION:

RETENTION:

Permanent. Retain for 5 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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

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

The mutual commitment registry is created and maintained according to Salt Lake City Code, chapter 10.03 (2008).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d)

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26418

3

TITLE: Oaths of office

DATES: 1981-

ARRANGEMENT: Chronological by calendar year

DESCRIPTION:

This record is required by Salt Lake City Code 2.42.010. This record documents the constitutional oath of office of all elected and appointed officers, before entering upon the duties of their respective offices. Contained in this record is the signature of the elected and appointed officers, and a public notary.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 26418

TITLE: Oaths of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4900

4

TITLE: Ordinances

DATES: i 1851-

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for the peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

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:

Microfilm duplicate: For records beginning in 1851 through 1896.
Retain in State Archives permanently.

Paper: Retain in State Archives permanently after microfilming.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4900

TITLE: Ordinances

(continued)

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the organization of government in Salt Lake City as well as the intrinsic value of the documents. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 4910

1

TITLE: Ordinances and resolutions indexes

DATES: 1872-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Resolutions and city ordinances governing Salt Lake City are indexed by these volumes (1876-). Included in the series is a single volume scrapbook (1872-76) into which have been pasted newspaper clippings and handwritten copies of ordinances and resolutions, and newspaper copies of auditor's reports, notices, and legal decisions.

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 historic value of these records in documenting the history of Salt Lake City.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84367

3

TITLE: Petitions

DATES: 1882-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This is a formal written document from a citizen group or city department requesting that the city approve specific requests such as an easement; street or alley vacation or closure; zoning change; parade request; return of found items; or permission to film movies. The petitions include the petition number, the date text of petition, and petitioner's signature.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: For records beginning in 1882 through 1900. Retain in Office for 3 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84369

3

TITLE: Policies and procedures

DATES: 1981-

ARRANGEMENT: Numerical by number

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is a record of the city's policies and procedures which provide information to city departments outlining responsibilities and guidelines on administrative policies, operational procedures, rules, and regulations. The policies and procedures are divided into four categories: policy, executive order, procedural order, executive or administrative memo, and special order. These include type of policy, effective date, title, description of policy, assigned number, definition purpose with appropriate signatures of approval, and an index.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 25113

3

TITLE: Proof of publication records

DATES: 1888-

ARRANGEMENT: Roughly numerical by bill number and generally chronological by date.

DESCRIPTION:

These are affidavits of publication and requests from City departments for the advertisement of various services required.

These are paper copies, filed by the department, then chronologically. The information in these records include the request from the department with an attachment of the wording of the advertisement, the affidavit of publication from the Newspaper Agency Corporation, or similar type of company, and a copy of the advertisement as it appeared in the newspaper ad.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1871 through 1892. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1970 and continuing to the present. Retain in Office for 6 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have administrative value(s).

The records dating from 1888-1892 have permanent historical value as surviving representative documentation of the process of publishing notices by municipalities throughout the state.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 25113

TITLE: Proof of publication records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84368

3

TITLE: Real estate records

DATES: 1850-

ARRANGEMENT: Alphabetical by calendar year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are deeds and easements which contract the transfer of public or private property in the course of public or private property in the course of public business. These records include name, type of property transaction, date approved by mayor, legal property transaction, amount of funds involved, reasons for action, any stipulations involved, date of transaction, appropriate signatures and notarizations; associated correspondence; and map or plat of area involved.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection and provided 1850 - 1900 deeds transferred to Archives.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84347

3

TITLE: Records index

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.60 files.

DESCRIPTION:

This is a computer index to ordinances, resolutions, contracts, agreements, council minutes, petitions, policies, deeds, easements, and all other official documents filed in the Recorder's Office. There are four separate indexes which list by name, category, department, and index number. Each index contains three calendar years of information. The index is updated daily and printouts are received monthly. This index includes name, file number, subject matter, project number, legislative history, and retention period.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Digital image: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

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

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84347

TITLE: Records index

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This index is of significant historical and administrative value as an access key to the minutes which document the actions and decisions of the Salt Lake City Council from its beginnings.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84365

1

TITLE: Resolutions

DATES: 1872-

ARRANGEMENT: Numerical by resolution number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are formal statements of a decision or expression of opinion put before or adopted by the City Council. Included is the following information: the resolution number, the date, text of the resolution, and any authorizing signatures.

RETENTION:

Permanent. Retain for 3 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: For records beginning in 1872 through 1900. Retain in Office for 3 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Resolutions are official positions or statements of a municipal council and as such are of administratively and historically significant.

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84365

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Recorder

SERIES: 84358

3

TITLE: Unsuccessful bids (specification books)

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are specification books for projects let out for bids, where a contractor was unsuccessful in a bid attempt. These include job specification (the location, type of building, type of material necessary) and the contractor's estimate of cost to complete the project

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.