

Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Public Works. Streets and Irrigation (1091)

451 South State Street
Salt Lake City, UT 84114
801-535-7704

Records Officer: _____

05553	*Administrative records
83306	*Voucher register

AGENCY: Salt Lake City (Utah). Department of Public Works. Streets and Irrigation

SERIES: 5553

3

TITLE: Administrative records

DATES: 1876-1892.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Public Works. Streets and Irrigation

SERIES: 83306

3

TITLE: Voucher register

DATES: 1924-1932.

ARRANGEMENT: Numerical by voucher number

DESCRIPTION:

These four books record vouchers that have been issued by the Streets, Sprinkling and Irrigation Department. They contain: the voucher number; vendor name; total amount; columns dividing amounts by divisions in department.

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 4 years and then destroy.

APPRAISAL:

These volumes are obsolete and should be destroyed.