

## Retention and Classification Report

**Agency:** Salt Lake City (Utah).Public Works. Division of Street Maintenance (1095)

2010 West 500 South  
Salt Lake City, UT 84104

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

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**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8957

1

**TITLE:** Addresses for non-collection

**DATES:** 1979-2015.

**ARRANGEMENT:** Numerical by route number

**DESCRIPTION:**

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until change occurs and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 84688

3

**TITLE:** Asphalt production records

**DATES:** 1988-2015.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records consist of a daily computer printout and a daily log showing aggregate tonnage of asphalt produced at the city asphalt plant. The printout is received daily and the information is recorded in the log and the printout is then destroyed. They are used for budget purposes. They include: customer name, job location and supervisor, name of weighmaster, customer number, job number, truck number, amount, type and description of mix, and ingredient information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 1 day and then delete.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8936

3

**TITLE:** Class C road funding project files

**DATES:** 1982-2015.

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These project files document the funding for Class C roads. Class C funding is federal and state highway funds allocated through the state for street maintenance purposes. These files include: amount of grant and information on how funds were spent for each project (man hours, vehicle usage, and materials used for each project).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until resolution of litigation, claim, or audit and then destroy.

Computer data files: Retain in Office for 3 years or until resolution of litigation, claim or audit and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs of the division and Office of Management and Budget (OMB) Circular A-102, Attachment C, 3/82. This series was originally approved by the State Records Committee in June of 1986. It is resubmitted to recognize the automation of the record and its retention.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8938

1

**TITLE:** Complaints

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**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 2 years or until resolution of litigation, whichever occurs latter and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8944

3

**TITLE:** Concrete maintenance records

**DATES:** 1980-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record documents the replacement of concrete maintenance necessary when the city is responsible for damage caused by city vehicles (i.e. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the city or contractors through the bidding process. It is used for budget purposes and to indicate the completion of the project. It includes: a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate. This information has been automated and placed on floppy disk for seven years. It is backed up weekly on tape.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 6 months or until approval of Deteriorated Concrete Inspector and then delete provided information is put to floppy disk for 7 years.

**APPRAISAL:**

These records have administrative value(s).

This series was originally approved in June 1986. It is resubmitted to acknowledge the automation of the record, place a retention on that information, and to substantially change the description to more accurately describe the record.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3451

1

**TITLE:** Daily route maps

**DATES:** 1979-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until route changes and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3447

3

**TITLE:** Daily vehicle usage reports

**DATES:** 1984-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8940

3

**TITLE:** Daily work record

**DATES:** 1980-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This daily record is maintained by each crew supervisor to verify work accomplished. They are compiled into a monthly report and are used for budget projections. Includes: work accomplished daily, date completed, equipment used, loads hauled, special assignments completed, amounts and type of asphalt used.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3448

3

**TITLE:** Driver and route check list

**DATES:** 1979-2015.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These files contain an annual evaluation form completed on each garbage truck driver to show driving ability and knowledge of street route. They include name of driver, date, vehicle number, route number, list of vehicle equipment to be checked before starting engine, list of items to be checked at completion of shift, results of road test, and comments concerning attitude, cooperation, route appearance, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Driver and route check list, GRS-1153.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until termination of driver and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8956

3

**TITLE:** Driver and route check list

**DATES:** 1979-2015.

**ARRANGEMENT:** Alphanumerical by driver name.

**DESCRIPTION:**

These files contain an annual evaluation form completed on each garbage truck driver to show driving ability and knowledge of street route. They include name of driver, date, vehicle number, route number, list of vehicle equipment to be checked before starting engine, list of items to be checked at completion of shift, results of road test, and comments concerning attitude, cooperation, route appearance, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Driver and route check list, GRS-1153.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until termination of driver and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3446

1

**TITLE:** Leaf maintenance log

**DATES:** 1982-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

**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 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8954

3

**TITLE:** Leaf program files

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain summary information on the number of loads of leaves removed and lane miles swept per day using different types of equipment and vehicles. They are used to determine amounts of leaf weight for future manpower needs. They include: daily listing of vehicle number, tons collected, date, overtime hours worked, and totals for each day.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This series was originally submitted and approved in June 1986.

It is resubmitted to add additional information to the description and to change the retention from "Retain for 2 years and then destroy" to "Retain for 5 years and then destroy."

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3450

3

**TITLE:** Monthly weight reports

**DATES:** 1979-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a graph showing amount of refuse collected per day, week, month, and the percentage of time used for collection. The graph is used for budget purposes and evaluation of tonnage for each route. They include frequency of pickups at scalehouse, time estimated, arrival time, and total tonnage collected per month with average collected per truck.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Monthly weight reports, GRS-1156.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This series was originally approved in June 1986. It is resubmitted to recognize the automation of the record, its retention, and to change the retention for the paper from "Retain for 3 years after sanitation program changes" to "Retain for 5 years and then destroy".

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8939

3

**TITLE:** Monthly, semi-Annual, and annual reports

**DATES:** 1980-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are summary reports of the activity for each crew supervisor. They document work accomplished for drainage maintenance, sidewalk coordination, Central Business District improvement, street sweeping, neighborhood cleanup, refuse pickup, asphalt maintenance, overlay, asphalt plant, and snow removal. They include: man hours worked, type of work performed, equipment used, existing weather conditions, mileage used, and number of loads hauled. The information is stored on hard disk and is backed up weekly on tape.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

This series was originally approved by the State Records Committee in June 1986. It is resubmitted to change the retention from "Retain until administrative need ends" to "Retain for 2 years and then destroy" and to recognize the automation of the record and to set a retention on that information.



**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3449

1

**TITLE:** Non-collection address list

**DATES:** 1979-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until route changed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3430

3

**TITLE:** Operator clean up map

**DATES:** 1982-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3445

1

**TITLE:** Private property damage release forms

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**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 2 years or until resolution and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8951

3

**TITLE:** Program files

**DATES:** 1975-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document specific programs such as neighborhood trash pickup, street sweeping, leaf collection, heuristic routing, alley closures, and leaf composting. They are used for reference purposes. They include: reports, maps and schedules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 week and then delete provided put to floppy disk and maintained for 7 years.

**APPRAISAL:**

These records have administrative value(s).

This series was approved by the State Records Committee in June 1986. It is resubmitted to acknowledge the automation of the record and to place retention periods for the computer records.

The retention for the paper record remains the same.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 84687

3

**TITLE:** Refuse container master list

**DATES:** 1987-2015.

**ARRANGEMENT:** Numerical by container number

**DESCRIPTION:**

This is a master list of all assigned refuse containers under a new garbage collection program. The list is used for inventory purposes. The division uses the master address list from the Public Utilities Department and adds container numbers to each address. The list also shows the date on the can and number of units at each service address, and addresses for non collection. The list is continuously updated. The information is backed up daily, monthly, and yearly on tape.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

Computer data files: Retain in Office for 3 years after account becomes inactive and then put to magnetic tape.

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3955

3

**TITLE:** Requisition register

**DATES:** 1981-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This register lists all current requisition issued during the current fiscal year. It is used for reference and audit purposes.

The register includes type and number of requisition, person making order, Purchasing Division approval, name of vendor used, description of item, purchase order number, and date liquidated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This disposition is based on the record's primary value to the agency. It is only needed for accounting and auditing purposes.

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8950

1

**TITLE:** Research for refuse collection project files

**DATES:** 1984-2015.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

This is a compilation of data on the proposed implementation of a new system for refuse collection. It is used in the decision making process. Some of the information (cost summaries and personnel data) is on computer. It includes: schedules, cost summaries, alternate systems, personnel data, equipment rental rates, maintenance costs, refuse tonnages, mileages, equipment replacement cost, charts and tables prepared from this data, photographs, and videotapes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until implementation and review and no longer needed and then destroy.

Computer magnetic storage media: Retain in Office until administrative need ends and then erase provided information is placed on floppy disk for 6 years.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3439

1

**TITLE:** Sanitation 50/50 sidewalk replacement files

**DATES:** 1980-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3432

1

**TITLE:** Sanitation complaints

**DATES:** 1982-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**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 2 years after resolution and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3438

1

**TITLE:** Sanitation concrete replacement project case files

**DATES:** 1980-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

**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 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3434

1

**TITLE:** Sanitation daily work log

**DATES:** 1980-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

**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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3440

1

**TITLE:** Sanitation delivery tickets

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

**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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3443

1

**TITLE:** Sanitation drainage system repair list

**DATES:** 1982-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3442

3

**TITLE:** Sanitation slide photograph index

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3441

3

**TITLE:** Sanitation slide photographs

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Photo negatives: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3435

3

**TITLE:** Sanitation vehicle maintenance record

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8937

3

**TITLE:** Sanitation work orders

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a daily report from each crew supervisor showing work accomplished. It is used to compile monthly reports and for budget planning. It includes: project number; date; location of work; description of work; remarks; type of labor; name of employee performing work; number of hours; wage per hour; and total amount; materials used (number, type, unit price, and amount, a summary of totals of materials); labor; labor benefits; equipment; meals; and other expenses; total costs; blue stake number; invoice number; account number; date billed; date paid; construction work order; date issued; date completed; name of account to be billed; name of person making order; amount billed; and signature of supervisor. This information has been automated and is backed up on tape.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until project completed and then delete provided put to floppy disk.

Computer magnetic storage media: Retain in Office for 7 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This series was originally approved by the State Records Committee in June 1986. This series is resubmitted to change the retention, to recognize the automation of the record and to schedule that information. The retention for paper is being changed from "Retain for 7 years and then destroy" to "Retain for 3 years and then destroy".

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8937

**TITLE:** Sanitation work orders

(continued)

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8947

3

**TITLE:** Slide photographs and index

**DATES:** 1983-2015.

**ARRANGEMENT:** Numerical by picture number

**DESCRIPTION:**

These are photographic slides taken of construction project sites. They are used to document the status of particular construction projects. They also include 'before' and 'after' pictures of emergency situations such as the floods of 1983 and 1984. The index contains picture number, date taken, project involved, address, direction facing, and other remarks. The index is constantly updated as new photographic slides are added and old slides are deleted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Slides: Retain in Office for 5 years and then destroy provided disaster or emergency slides transferred to Eng.

**APPRAISAL:**

These records have administrative value(s).

This series was originally approved by the State Records Committee in June 1986. It is resubmitted to add the slide index to the series and to change the retention from "Retain in Office permanently" to "Retain for 5 years and then destroy provided disaster and emergency slides are transferred to the Engineering Division".

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 3436

3

**TITLE:** Special service district's operational files

**DATES:** 1984-2015.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are the operational files for two Special Service Districts, Northwest Underdrain System and the Alley Collection District. The Northwest Underdrain System pumps high ground water into the storm sewers taking it through the system to the lake. Property owners benefitting from the service pay for the pumping and maintenance of the service. The Alley Collection District is for Federal Height residents who did not want the appearance of the neighborhood detracted by curb garbage cans. Refuse is picked up in the alleys and residents pay for service. Includes: budgetary information, operating and maintenance records, property descriptions, lists of property owners, and investment for future funding.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1998

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This records series was originally approved by the State Records Committee. It is resubmitted to change the retention. For the paper record from "Retain for 3 years and then microfilm and destroy" to "Retain for 3 years after renewal date". The microfilm from "Retain permanently in the Office" to "Retain for 50 years and then destroy".

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8943

1

**TITLE:** Storm damage card files

**DATES:** 1983-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8945

1

**TITLE:** Street maintenance and sanitation 50/50 sidewalk replacement files

**DATES:** 1980-2015.

**ARRANGEMENT:** Alphanumerical by address

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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 3 years after warranty period lapses and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8946

1

**TITLE:** Street maintenance/sanitation delivery tickets

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8949

1

**TITLE:** Streets maintenance/sanitation drainage system repair list

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8948

1

**TITLE:** Streets maintenance/sanitation slide photo index

**DATES:** 1983-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 8941

3

**TITLE:** Streets maintenance/sanitation vehicle maintenance record

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah).Public Works. Division of Street Maintenance

**SERIES:** 84689

3

**TITLE:** Tool inventory

**DATES:** 1988-2015.

**ARRANGEMENT:** Alphabetical by program

**DESCRIPTION:**

This is a list of all tools. Each maintenance supervisor keeps a list of tools under his supervision. It is used to keep track of small hand tools (i.e. hammers, shovels, rakes) for inventory purposes and budgeting. It includes: description of tool, date received, and quantity. The list is continuously updated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office.