

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Traffic Engineer (1098)

, UT

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

04930      Annual reports

**AGENCY:** Salt Lake City (Utah). Traffic Engineer

**SERIES:** 4930

3

**TITLE:** Annual reports

**DATES:** 1957-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public