

## Retention and Classification Report

**Agency:** West Jordan (Utah) (1321)

West Jordan City Hall  
8000 South Redwood Road  
West Jordan, UT 84088  
801-569-5117

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

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**AGENCY:** West Jordan (Utah)

**SERIES:** 21857

3

**TITLE:** Adverse action files - city employees

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in the official personnel files.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Jordan (Utah)

**SERIES:** 29585

3

**TITLE:** Agenda packets

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are used to provide information to the City Council members prior to council meetings. They contain agendas, notices, and all public materials distributed in council meetings.

**RETENTION:**

Permanent. Retain for 10 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 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the decisions and actions of a municipal government.

**PRIMARY DESIGNATION:**

Public Utah Code 52-4-203(4)(g) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** West Jordan (Utah)

**SERIES:** 29658

3

**TITLE:** As-built Construction Plans and Specifications

**DATES:** 1981-

**ARRANGEMENT:** Chronological by project number, thereunder by project name.

**DESCRIPTION:**

These records document capital projects for West Jordan City, including facilities, parks, road, sewer, streets, water, etc. These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. Project Books that include legal and procedural documents, technical specifications, maps, and drawings. The files 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 addition to city buildings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 29658

**TITLE:** As-built Construction Plans and Specifications

(continued)

Public

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 24976

1

**TITLE:** Billing report printout

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Form used to terminate closed billing water accounts. The form is only used to collect closing data for last billing account. Name, property address, forwarding address, and signature is collected on the form.

**RETENTION:**

Retain for 3 year(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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 27395

3

**TITLE:** Board of adjustment case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

**RETENTION:**

Permanent. Retain for 21 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

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

**AGENCY:** West Jordan (Utah)

**SERIES:** 27395

**TITLE:** Board of adjustment case files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** West Jordan (Utah)

**SERIES:** 27785

3

**TITLE:** Bond issue files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Permanent. Retain for 35 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

**AUTHORIZED:** 11-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after after bond closing date and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on the municipal general records retention schedule 2-2.

**AGENCY:** West Jordan (Utah)

**SERIES:** 27785

**TITLE:** Bond issue files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 15114

3

**TITLE:** Building permit files

**DATES:** 1941-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name.

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

**RETENTION:**

Permanent. Retain for 33 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Building permit indexes, GRS-439.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**AGENCY:** West Jordan (Utah)

**SERIES:** 15114

**TITLE:** Building permit files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** West Jordan (Utah)

**SERIES:** 21858

3

**TITLE:** Case reports - criminal cases city employees

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** West Jordan (Utah)

**SERIES:** 25001

3

**TITLE:** Council meeting minutes

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**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 the succeeding public meeting. The minutes may 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 Utah Code 52-4-203(2) (2017).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 1 year and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are of historical interest as they document the decisions and actions of a municipal government.

**AGENCY:** West Jordan (Utah)

**SERIES:** 25001

**TITLE:** Council meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(2)(e) (2014)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63-G-2-305(32)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** West Jordan (Utah)

**SERIES:** 26291

1

**TITLE:** Customer application records

**DATES:** 1941-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes.

The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain for 3 year(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 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private



**AGENCY:** West Jordan (Utah)

**SERIES:** 21856

3

**TITLE:** Dog license records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Jordan (Utah)

**SERIES:** 29353

1

**TITLE:** General plans

**DATES:** 2012-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** West Jordan (Utah)

**SERIES:** 29353

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** West Jordan (Utah)

**SERIES:** 29057

3

**TITLE:** Ordinances

**DATES:** 1945-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

**AGENCY:** West Jordan (Utah)

**SERIES:** 29057

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** West Jordan (Utah)

**SERIES:** 25176

3

**TITLE:** Performance bonds

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are various types of performance bonds (Surety, Escrow, Letter of credit) for subdivision improvements. These bonds are held until infrastructure improvements have been made to the subdivision. Bonds may be reduced by 25 percent by resolution. When infrastructure improvements are completed, bonds are totally released by resolution. Bonds are held so if infrastructures are not completed by the developer the City may collect on the bond.

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after bond is released by resolution and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 25538

3

**TITLE:** Personnel evaluations

**DATES:** 1941-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**DESCRIPTION:**

Personnel Evaluations (Performance Appraisals) are used on an annual basis to rate and evaluate each employee. They are completed by each individual supervisor, with the final signed copy (supervisor, employee, and City Manager signatures) filed in their personnel file located in HR Office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until transfer to personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b)

**AGENCY:** West Jordan (Utah)

**SERIES:** 30098

3

**TITLE:** Personnel files

**DATES:** 1941-

**ARRANGEMENT:** Alphabetical by employees last name.

**DESCRIPTION:**

These records are official employment files for the city of West Jordan employees. The records are created for each employee upon hire and maintained by the city Human Resources office. These files may include the employment application, W-4 records, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

**APPRAISAL:**

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



**AGENCY:** West Jordan (Utah)

**SERIES:** 30098

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2)(a)(2020)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301 (2) (2020)

**AGENCY:** West Jordan (Utah)

**SERIES:** 27394

1

**TITLE:** Planning and zoning case files

**DATES:** 1970-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Planning and zoning case files include all aspects of the city's planning and zoning function. These files include applications, supporting documentation, copies of minutes, records of decision for conditional use permits, re-zoning and land use amendments, site plans, subdivision reviews, adopted Master Plan amendments, zoning ordinance amendments, street/alley vacating records, and other miscellaneous planning actions.

**RETENTION:**

Permanent. Retain for 53 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 3 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 25000

3

**TITLE:** Public utilities budget billing plan

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Public utility budget billing plan with signature of customer, date signed, stating approval for the city to set up equal monthly payments for customer utility billing. The plan must be renewed each year.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after renewal sign up date and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Jordan (Utah)

**SERIES:** 20283

1

**TITLE:** Residential building plans

**DATES:** 1970-

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain for 1 year(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 1 year after after completion and final inspection and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. copyrights on plans