

# Retention and Classification Report

**Agency:** West Valley City (Utah). City Manager (1344)

West Valley City Hall  
3000 South Constitution Blvd.  
West Valley City, UT 84119  
801 974-5501

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

82545	*Emergency operations manuals
23287	Executive orders

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 82545

4

**TITLE:** Emergency operations manuals

**DATES:** i 1980-1986.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These manuals contain information on all city emergency plans and procedures. They are used for preparation purposes and in the event of a local disaster. The manuals are closely reviewed and are updated on a regular basis. Included in these manuals are basic emergency plan; specific plans for earthquakes and floods; radio call numbers; information on federal disaster assistance programs; names and phone numbers of emergency teams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1986 through 1986. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs of the city. These manuals are viewed as one of the city's most vital records.

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 23287

4

**TITLE:** Executive orders

**DATES:** 1984-

**ARRANGEMENT:** Numerical by consecutive executive order number

**DESCRIPTION:**

This series is made up of executive orders issued by the city manager and/or assistant city manager of West Valley City. Executive orders are official documents through which the executive officer administers the operations of the municipal government. The city manager is empowered by the West Valley City Municipal Code to "prescribe such rules and regulations by executive order as the city manager may deem necessary or expedient for the conduct of all departments, divisions, and offices; and revoke, suspend, or amend any rule or regulation by whomever prescribed." These documents were compiled and maintained by the city recorder.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1984 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

**AGENCY:** West Valley City (Utah). City Manager

**SERIES:** 23287

**TITLE:** Executive orders

(continued)

**APPRAISAL:**

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

This disposition is based on the administrative, legal, and historical value of the executive orders.

**RETENTION JUSTIFICATION:**

**PRIMARY DESIGNATION:**

Public