

Retention and Classification Report

Agency: Ogden (Utah). Community Development. Building Inspection (1367)

2549 Washington Blvd., Suite 120
Ogden, UT 84401
801-629-8960

Records Officer: _____

06565	*Board of Adjustment and Board of Appeals minutes
06872	Building permit files
28917	Non-residential building plans

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 6565

3

TITLE: Board of Adjustment and Board of Appeals minutes

DATES: 1970-1990.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 6565

TITLE: Board of Adjustment and Board of Appeals minutes

(continued)

PRIMARY DESIGNATION:

Public UCA 52-4-7(3)(2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008)

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 6872

1

TITLE: Building permit files

DATES: 1952-

ARRANGEMENT: Alphanumeric by address

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement 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.

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.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative 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: Ogden (Utah). Community Development. Building Inspection

SERIES: 6872

TITLE: Building permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 28917

3

TITLE: Non-residential building plans

DATES: 2000-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to enforce the city's building codes and other construction-related ordinances. Records document blueprints and specifications for non-residential structures and are used to determine code compliance and enforcement. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor. These records do not include building plans for public buildings.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Nonresidential building plans, GRS-442.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 28917

TITLE: Non-residential building plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.