

Retention and Classification Report

Agency: Salt Lake City (Utah). Board of Public Works (1438)

, UT

Records Officer: _____

00313	*Board of Public Works contract books
83175	*Minutes

AGENCY: Salt Lake City (Utah). Board of Public Works

SERIES: 313

3

TITLE: Board of Public Works contract books

DATES: 1890-1892, 1903.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These three books contain copies of public improvement contracts. It was used for review and approval purpose by the Board of Public Works. The first volume labeled on the spine "Contract Book--Street Improvements" covers the period from 1890 to 1892. It contains pre-printed forms for proposals, specifications, contracts, and newspaper clippings of bids. The specification texts are entirely holographic. The first twelve pages have been removed and only forty-two pages have been completed. Most of the book consists of empty forms. One loose signed contract has been placed in the front. The second volume, from 1891-1892, is labeled "Contract Book-Sidewalk Improvements", but consists only of four completed pages of pre-printed contracts bonds, and affirmation of securities. The third volume covers the year 1903 and contains either printed or carbon copies of proposals, specifications, contracts, and bonds are placed as a part of a type of a packet for board members.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
This retention is based on the historical value of the records.
These books with the minutes of the Board of Public Works document the decision making process of the Board.

AGENCY: Salt Lake City (Utah). Board of Public Works

SERIES: 313

TITLE: Board of Public Works contract books

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Salt Lake City (Utah). Board of Public Works

SERIES: 83175

3

TITLE: Minutes

DATES: 1890-1896; 1905-1908.

ARRANGEMENT: Chronological

DESCRIPTION:

These fifteen volumes record the proceedings of all regular and special meetings of the Board of Public Works. This board was created in 1890 in conjunction with the city engineer to approve all construction grants and to oversee all public improvements. All volumes are labeled Board of Public Works. Those created before 1900 are also labeled "Record", but after that date "Minutes". The collection covers the period from 1890-1897, and 1905-1908. The volumes from 1890-1896 are lettered on the spine (A through J) while the remaining volumes just have the year imprinted on the cover. There are two volumes labeled A. One is only partially filled and covers the period from July 3, 1890, to July 6, 1891. The other is for the period from July 1, 1891, to Dec. 29, 1891. They contain the date, place and time of meeting; those members in attendance and absent; discussions on contracts and cases; and adjournment. The earlier volumes (1890-1896) also contain bids, financial reports, and transcripts of hearings on public improvements.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of these volumes to document the decision process of approving public improvement projects.

AGENCY: Salt Lake City (Utah). Board of Public Works

SERIES: 83175

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public