

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Information Management Services (1554)

City-County Building  
451 South State Street  
Salt Lake City, UT 84111

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

00111	Acquisition of real property
82727	*Administrative office files
00115	*Automated real property inventory
82728	*Budget and financial information files
00076	*Budget development reports and files
82726	Burroughs documentation files
26408	City/County shared facilities files
82740	*Computer operator instructions
82737	*Computer time statistical printout
00112	Disposition of real property
00099	*Disposition records
27209	Environmental planning and study reports
00101	*Fixed assets
00098	*Fixed assets files
26409	*General administrative records
82739	*Input/output instruction files
26405	*Labor management relationship files
82725	*Monthly billing documentation files
26558	*Network backup tapes
82736	Object source backup tapes
82738	*Personnel time for billing file
82730	*Program listings
26406	*Project files
00113	Property management files
00114	*Real property general correspondence
82733	*Summary logs
82735	*Sun City programs
03931	*Surplus property log
82734	System journals
82732	System resource management facility files
82741	Telecommunications files

26407	*Working papers
00100	*Year end closing report

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 111

3

**TITLE:** Acquisition of real property

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This is a record of acquisition of real property by Salt Lake City Corporation. This record includes correspondence, title reports, appraisals, purchase offers, closing statements, copies of deeds, copies of petitions, and copies of title policies pertaining to the acquisition of real property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final acquisition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82727

3

**TITLE:** Administrative office files

**DATES:** 1970-2015.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files contain all general information on the operation of the division. These files include incoming and outgoing correspondence, various literature, and information from vendors.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division for reference and future planning purposes.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 115

3

**TITLE:** Automated real property inventory

**DATES:** 1986-2016.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This is an automated listing of all city owned property. It may be sorted by parcel number, department, survey key, Sidwell Parcel number, or address. The information is backed up every two weeks. Includes: description of property, address, survey information, department having jurisdiction, date acquired, from whom purchased, purchase price, acreage information, county recording information.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Agency Record Center for 5 years after property is no longer owned by city and then purge.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82728

3

**TITLE:** Budget and financial information files

**DATES:** 1983-2016.

**ARRANGEMENT:** numerical by application

**DESCRIPTION:**

This automated files contain financial information concerning the city's computer services. They are used for revenue projection analysis and preparation of quotes for services. These files include history of useage of computer time, lines printed, disk pack storage, tape utilization and personnel hours. This file includes expenditure budget alternatives used in the budget development process.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 7 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 76

3

**TITLE:** Budget development reports and files

**DATES:** 1983-2016.

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

This is a computer printout detailing financial information used to compile the annual budget. Fifteen different reports are received, each compiles the same information in a different structure. These printouts include all related correspondence, input documents, department generated budget forms, budget committee notes, and other miscellaneous items pertaining to the development of the annual budget.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82726

3

**TITLE:** Burroughs documentation files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain all documentation associated with the city's Burrough's computer system. These files include copies of hardware and software contracts, invoices, correspondence, literature, and installation information.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.



**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26408

3

**TITLE:** City/County shared facilities files

**DATES:** 1983-

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

**DESCRIPTION:**

Salt Lake City shares this facility with Salt Lake County government. These records document the administration of the facility. Information includes correspondence, budget documents, research, and project documents.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82740

3

**TITLE:** Computer operator instructions

**DATES:** 1974-2016.

**ARRANGEMENT:** Alphabetical by application

**DESCRIPTION:**

These files contain computer instructions on special forms, approximate time required for job, an indication of which tasks are restartable and which are not, and other special instructions for running the job.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after application of system is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82737

3

**TITLE:** Computer time statistical printout

**DATES:** 1974-2016.

**ARRANGEMENT:** Numerical by charge code

**DESCRIPTION:**

These computer printouts list the amount of computer time used by each billing. They are used for the evaluation of work load, monitoring what tasks have been run, backup support for quotes, and the actual billings for services. These printouts include amount of computer time used by each billing type charge code.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 112

3

**TITLE:** Disposition of real property

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a record of the permanent disposition of city property.  
This record includes correspondence, title reports, title updates, appraisals, copies of deeds, copies of petitions, and bid information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final disposition and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 99

3

**TITLE:** Disposition records

**DATES:** 1978-2016.

**ARRANGEMENT:** Chronological by auction date

**DESCRIPTION:**

These are forms completed by each city department when it becomes necessary to dispose of property by public auction, competitive bidding, or destruction per Salt Lake City Ordinance 33-1-1 thru 8. These forms include date, department name, detailed description of article to be disposed of, asset number, site and building number, disposition method and reason, condition, value, approval signature of department head or designee, Fixed Asset Control, and Purchasing Agent, and name and telephone number of person to contact.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 27209

1

**TITLE:** Environmental planning and study reports

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by project name thereunder chronological by date

**DESCRIPTION:**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

**RETENTION:**

Permanent. Retain for 5 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 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Documentation of the current environment will have perpetual significance and interest.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 101

3

**TITLE:** Fixed assets

**DATES:** 1986-2016.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This is an automated system of information concerning all city property, including buildings, real estate, equipment, furniture, etc. Every two weeks, information is backed up on tape. This system includes cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; and if property, the location, quantity, etc., maintenance data, and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site, building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

**RETENTION:**

Retain for 10 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Agency Record Center for 10 years after disposition of asset and then purge.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 98

3

**TITLE:** Fixed assets files

**DATES:** 1986-2016.

**ARRANGEMENT:** Numerical by depart number

**DESCRIPTION:**

These files consist of worksheets used to record fixed asset additions which are then entered into the computer, and a printout which is received monthly, quarterly, and annually showing additions, retirements, and depreciation. Files are updated constantly. These files include cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; if property, the location, quantity, etc., maintenance data; and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

**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:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.



**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26409

1

**TITLE:** General administrative records

**DATES:** 1983-2015.

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

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**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 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82739

3

**TITLE:** Input/output instruction files

**DATES:** 1974-2016.

**ARRANGEMENT:** Alphabetical by application system

**DESCRIPTION:**

These files contain the instructions for the setting up of computer application runs, distribution of reports, tape requirements, and special handling information.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after the application system is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26405

1

**TITLE:** Labor management relationship files

**DATES:** 1983-2016.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.

**RETENTION:**

Retain for 5 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 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82725

3

**TITLE:** Monthly billing documentation files

**DATES:** 1974-2016.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain all backup documentation used to determine charges for user departments. They are used for billing purposes. These files include report showing computer and tape charges (jobs run, amount of computer time, input/output time, lines printed, associated with each of the billing codes); reports showing tapes utilized by various user department and calculation of charges for tapes based on the number tapes used by each department; reports showing how a disk pack is utilized by each of the systems; work sheets used to allocate computer disk pack charges to the appropriate departments; reports showing personnel charges, which includes detailed reports showing work done for various billable accounts by day and by individual. They also contain summary reports showing by charge code, amount of hours spent.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82725

**TITLE:** Monthly billing documentation files

(continued)

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26558

1

**TITLE:** Network backup tapes

**DATES:** 1982-2016.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains a set of backup tapes for network files copied to tape monthly. This tape set is not rotated but is used specifically to restore files in case of a mistaken deletion, corruption of a file on the network drive, or restoration of files due to an equipment failure. The record contains individual user files that have been stored on network drives for future use. This may include word processing documents, letters, memos, spreadsheets, and other similar documents.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 5 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82736

3

**TITLE:** Object source backup tapes

**DATES:** 1974-

**ARRANGEMENT:** none

**DESCRIPTION:**

These computer tapes contain a copy of objects and source programs maintained on the main computer system's hard disk. It is used for backup in case a source object program is removed or lost or in case it is important to have a copy of a program as it existed at a certain period in time.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 10 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82738

3

**TITLE:** Personnel time for billing file

**DATES:** 1980-2016.

**ARRANGEMENT:** none

**DESCRIPTION:**

This computer file contains the number of hours worked by billing code and by day for Information Management Services (IMS) personnel. Information is used for project management activities within the Division and for the actual billings of time used to enterprise funds and for establishment of quotes for personnel time for various general fund departments.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

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

This retention is based upon the standard three year audit period.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.



**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82730

3

**TITLE:** Program listings

**DATES:** 1974-2016.

**ARRANGEMENT:** Alphabetical by system

**DESCRIPTION:**

These are listings of all computer program applications. These listings include applications for financial system, payroll system, Police applications, in most cases are COBOL compiled listings, but it also contains audit reporter specifications and COGEN specifications. Recent system developed utilizes COGEZN specifications which is a Fourth Generation type of programming language.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after the system has been discontinued and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26406

1

**TITLE:** Project files

**DATES:** 1983-2016.

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

**DESCRIPTION:**

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

**RETENTION:**

Retain for 1 year(s) after end of project or program

**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 project is closed and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 113

3

**TITLE:** Property management files

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical by category.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are files concerning the management of all city property. These files include correspondence and copies of agreements or easements for lease and permit management, and partial property interest conveyances. May also include appraisals, cash receipts, copies of check received, and copies of petitions.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after expiration of agreement and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 114

3

**TITLE:** Real property general correspondence

**DATES:** 1950-2016.

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These are general correspondence that do not pertain to either acquisitions, disposition or property management, but still pertains to real property. Correspondence are transitory dealing with informational requests about city property, do not include any policy decisions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82733

3

**TITLE:** Summary logs

**DATES:** 1974-2016.

**ARRANGEMENT:** none

**DESCRIPTION:**

This automated log contain detailed statistics on jobs run on the main city computer system. It is used for billing departments for the actual useage and for creating a history of utilization for departments that are billed on a quote basis. This log includes name of job, time that it was run, amount of computer time used, amount of lines printed, and job and task number assigned by system. The log is stored on hard disk and then dumped to tape

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 1 month and then dump to tape.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the division for budget and project planning.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82735

3

**TITLE:** Sun City programs

**DATES:** 1974-2016.

**ARRANGEMENT:** none

**DESCRIPTION:**

These consist of source and object programs that have been removed from the main computer system's hard disk due to lack of use within a 90 day period. These programs are called "Sun City Programs" because like the retirement community these computer programs are retired. Programs are removed in order to make the most effective use of hard disk space on the main system. Tapes are required so Information Management Services (IMS) has the ability to go back to programs that have been removed to put back on system as needed.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 5 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 3931

3

**TITLE:** Surplus property log

**DATES:** 1983-2016.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a log of all surplus property stored at the city's Impound Lot. It is used as an internal control document to locate surplus property. The log includes date received, item, description, date and location (if transferred from lot), person receiving property, and identification number, if applicable.

**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:** 06/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until 1 year after disposition of asset and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the division and later approved by the Salt Lake City Records Committee.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 3931

**TITLE:** Surplus property log

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.



**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82734

3

**TITLE:** System journals

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by application system

**ANNUAL ACCUMULATION:** 7.10 cubic feet.

**DESCRIPTION:**

These journals contain documentation of all application systems. They are used by the Information Management Services (IMS) staff in maintaining and changing or enhancing the Automated Application System. These journals include system description, system flow charts, sample input documents, sample screens, and sample reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after system is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82732

3

**TITLE:** System resource management facility files

**DATES:** 1984-

**ARRANGEMENT:** none

**DESCRIPTION:**

This automated file contain information and statistics generated by the SMF II and STATISTICSBD software. It is used for monitoring efficiency of the systems as well as in planning future capacity requirements. This file includes system performance and system utilization during those times, as well as response time of day and percent of system utilized during those times,as well as response time for on-line applications. This file is stored on hard disk for a year and then dumped to tape.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 1 year and then dump to tape.

Computer magnetic storage media: Retain in Office for 10 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division to use information for planning purposes.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 82741

3

**TITLE:** Telecommunications files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files contain all documentation associated with the telephone system used by the Salt Lake County Corporation. These files include correspondence, copies of vouchers, Mountain Bell Company listings, copies of contracts, telephone requests such as moves or changes, installation information or Centel equipment, information on legislation affecting telephones, and documentation for budget preparation.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 26407

3

**TITLE:** Working papers

**DATES:** 1983-2016.

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

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim 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 Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after project is completed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Salt Lake City (Utah). Department of Information Management Services

**SERIES:** 100

3

**TITLE:** Year end closing report

**DATES:** 1982-2016.

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These files consist of a worksheet and computer printout of year end totals of all fixed assets. These files include cost; vendor number; date; salvage value; reproduction cost; exclusion amount; percent depreciated; insurance class; and if property, the location, quantity, etc., maintenance data; and computer printout received monthly, quarterly, and annually showing additions, retirements, depreciation, etc. Printout includes asset number, class code, site, building, division, section, quantity, date acquired, life of property, replacement years, purchase authority, cost basis, reproduction cost, depreciated reduction cost, and a description of each item.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

Computer output microfiche master: Retain in Office for 10 years and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.