

# Retention and Classification Report

**Agency:** Sandy (Utah). Public Works Department (1635)

8775 South 700 West  
Sandy, UT 84070  
801 568-7100

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

13234	Engineer drawings
13233	Engineers' correspondence

**AGENCY:** Sandy (Utah). Public Works Department

**SERIES:** 13234

1

**TITLE:** Engineer drawings

**DATES:** 1978-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**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 permanently.

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Public Works Department

**SERIES:** 13233

3

**TITLE:** Engineers' correspondence

**DATES:** 1948-

**ARRANGEMENT:** none

**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:**

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.

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**PRIMARY DESIGNATION:**

Public