

Retention and Classification Report

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

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

Records Officer: _____

85156	*Drawings and diagrams
13234	Engineer drawings
13233	Engineers' correspondence
30412	*Sandy Junior High School building plans

AGENCY: Sandy (Utah). Public Works Department

SERIES: 85156

4

TITLE: Drawings and diagrams

DATES: i 1971-1982.

ARRANGEMENT: Alphabetical by project name.

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. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1971 through 1982.
Retain in State Archives permanently.

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.

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: 30412

3

TITLE: Sandy Junior High School building plans

DATES: 1927.

ARRANGEMENT: Numerical by sheet number.

DESCRIPTION:

These records contain a set of building plans for the Sandy City Junior High School building constructed in 1927. The building plans include specifications for the construction of the exterior and interior of the school.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of facilities constructed by the Jordan School District to facilitate education of children and of the re-use of a facility by the City for other community purposes.

AGENCY: Sandy (Utah). Public Works Department

SERIES: 30412

TITLE: Sandy Junior High School building plans

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2)(2019).