Retention and Classification Report

Agency: Provo (Utah). Mayor (1657)

351 West Center Street
Provo, UT 84601

Records Officer: _____

31584	Annual financial reports
15859	Annual reports
15869	Appointment files
15860	Census information files
15871	City charter
30633	City newspaper scrapbooks
15873	Contracts and agreements files
15879	Election ballots
15881	Election records
15882	Election returns
31601	Executive and administrative orders
15865	General housekeeping files
15863	General subject files
15866	Grant files
15883	Hearings files
15867	Information technology feasibility studies
30301	Journal of Mayor's Court
15884	Lease files
14849	Municipal Officers' and Employees' Ethics Act records
13431	Petitions
31600	Proclamations
15887	Proof of publication
30342	Provo City Capital Improvement Plans
15861	Scrapbooks

AGENCY: Provo (Utah). Mayor

SERIES: 31584 3
TITLE: Annual financial reports
DATES: 1990-2007
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

This series contains published Comprehensive Annual Financial Reports for Provo City. The reports are based on a July to June fiscal year. They typically contain information about genera purpose financial statements, the general fund, special revenue funds, debt service funds, capital projects funds, enterprise funds, internal service funds, trust and agency funds, discrete component units, and general fixed assets. They also contain a statistical section, which compares the year of the report to previous years' reports. Some of them also contain an auditor's report at the end.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Mayor

SERIES: 15859 3
TITLE: Annual reports
DATES: 1936-
ARRANGEMENT: Chronological by calendar or fiscal year.
DESCRIPTION:

"Annual Report of City Affairs" is the report on program activities and accomplishments for the previous year in the city of Provo. Includes statistics, narrative reports, graphs, and diagrams. Publication was produced under the commission government.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

AGENCY: Provo (Utah). Mayor

SERIES: 15859
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public	UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

AGENCY: Provo (Utah). Mayor

SERIES: 15869 3
TITLE: Appointment files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 15860 1
TITLE: Census information files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

AGENCY: Provo (Utah). Mayor

SERIES: 15871 1
TITLE: City charter
DATES: 1963-
ARRANGEMENT:
DESCRIPTION:

These files contain constitution, bylaws and all amendments to city charters approved by the State Legislature.

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.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 30633 3
TITLE: City newspaper scrapbooks
DATES: 1939-2010
ARRANGEMENT: Arranged chronologically by date.
DESCRIPTION:

These are a chronological record of the activities of city government and general city events as reported in the local paper.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series documents how the Provo mayor's office tracked publicity, milestones, and significant events through various newspaper articles. By collecting these articles, the agency created its own historical record for the city.

PRIMARY DESIGNATION:

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

AGENCY: Provo (Utah). Mayor

SERIES: 15873 1
TITLE: Contracts and agreements files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

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.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 15879 1
TITLE: Election ballots
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. They must be kept "unopened and unaltered for twelve months." If election is not contested the ballots are "burned without opening or examining the contents" (UCA 20-7-38, 20-5-45).

RETENTION:

Retain for 22 month(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 22 months after election unless election is contested and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 20-7-38 UCA 20-5-45

AGENCY: Provo (Utah). Mayor

SERIES: 15881 3
TITLE: Election records
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in the municipal election (UCA 20-5-45(2)).

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after the election and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 15882 3
TITLE: Election returns
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election ballots and returns, GRS-1020.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 31601 3
TITLE: Executive and administrative orders
DATES: 1983-2015
ARRANGEMENT:
DESCRIPTION:

These are proclamations, declarations, or executive orders issued by a governor, mayor, or other executive officer or body. Proclamations are formal public announcements related to certain matters of government. They may designate classes of cities, call special legislative sessions, publish states-of-emergency, or publicly avow or cause certain matters of state government to be made generally known. Declarations may recognize or call attention to people, groups, bodies, or actions that have a public purpose; designate special days or other time periods; or invoke specific legislative purposes. Executive orders set policy for an executive branch of government; create boards and commissions; provide for the transfer of authority; or otherwise interpret, implement, or give administrative effect to a provision of the Constitution, state law or executive policy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proclamations, Declarations, and Executive Orders, GRS-16582.

AUTHORIZED: 08-23-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This retention is based upon the historical nature of these documents. Records reflect policy changes and functions of the city government.

AGENCY: Provo (Utah). Mayor

SERIES: 31601
TITLE: Executive and administrative orders

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Mayor

SERIES: 15865 3
TITLE: General housekeeping files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed for reference and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-201(2) Provo City Ordinence 1993 3.13.020(3)

SECONDARY DESIGNATION(S):

Private. key distribution records, United Way deductions UCA 63G-2-302(1)(e) Provo City Ordinance 1993 3.13.090(1)(d)

AGENCY: Provo (Utah). Mayor

SERIES: 15863 3
TITLE: General subject files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

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.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(a) Provo City Ordinance 1993 3.13.080(2)(a)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(4)

AGENCY: Provo (Utah). Mayor

SERIES: 15866 3
TITLE: Grant files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

AGENCY: Provo (Utah). Mayor

SERIES: 15883 1
TITLE: Hearings files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

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.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 15867 3
TITLE: Information technology feasibility studies
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are studies conducted before the installation of any technology or equipment associated with information management systems, such as computers, micrographics, and communication systems. Also, studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(1) Provo City Ordinance 1993 3.13.110(1)

SECONDARY DESIGNATION(S):

Public. Vendor studies are proprietary; as studies are completed, they become public

AGENCY: Provo (Utah). Mayor

SERIES: 30301 3
TITLE: Journal of Mayor's Court
DATES: 1861-1862
ARRANGEMENT: Chronological by court date.
DESCRIPTION:

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018).

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 permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of early judicial functions in Provo.

AGENCY: Provo (Utah). Mayor

SERIES: 15884 3
TITLE: Lease files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination of lease and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Provo (Utah). Mayor

SERIES: 15884
TITLE: Lease files

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Provo (Utah). Mayor

SERIES: 14849 3
TITLE: Municipal Officers' and Employees' Ethics Act records
DATES: 1989-
ARRANGEMENT: Alphabetical by subject or department or division
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

"Legal/Disclosure Forms," "Disclosure Forms," and "Council Disclosure Forms," used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, agent employee of a substantial interest of a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION:

Retain for 10 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after termination of municipal employment/appointment and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the recommendation of the agency.

AGENCY: Provo (Utah). Mayor

SERIES: 14849
TITLE: Municipal Officers' and Employees' Ethics Act records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Mayor

SERIES: 13431 1
TITLE: Petitions
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Permanent. Retain for 5 year(s) after resolution of issue

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 after resolution of issue and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Petitions document political and social issues.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 31600 3
TITLE: Proclamations
DATES: 1954-2000
ARRANGEMENT: Reverse chronological.
DESCRIPTION:

These are proclamations, declarations, or executive orders issued by a governor, mayor, or other executive officer or body. Proclamations are formal public announcements related to certain matters of government. They may designate classes of cities, call special legislative sessions, publish states-of-emergency, or publicly avow or cause certain matters of state government to be made generally known. Declarations may recognize or call attention to people, groups, bodies, or actions that have a public purpose; designate special days or other time periods; or invoke specific legislative purposes. Executive orders set policy for an executive branch of government; create boards and commissions; provide for the transfer of authority; or otherwise interpret, implement, or give administrative effect to a provision of the Constitution, state law or executive policy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proclamations, Declarations, and Executive Orders, GRS-16582.

AUTHORIZED: 08-23-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This retention is based upon the historical nature of these documents. Records show the city and mayor's involvement with the activities and awareness of its citizens.

AGENCY: Provo (Utah). Mayor

SERIES: 31600
TITLE: Proclamations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Mayor

SERIES: 15887 1
TITLE: Proof of publication
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

RETENTION:

Retain for 6 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 6 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Mayor

SERIES: 30342 3
TITLE: Provo City Capital Improvement Plans
DATES: 2004-
ARRANGEMENT: Chronological.
DESCRIPTION:

This records document the capital improvement planning for Provo City. Records project descriptions including project area maps, related plans or policies and consequences of delaying projects, estimated costs, and proposed budgets.

RETENTION:

Retain permanently

DISPOSITION:

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 for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value based on evidence of the significant effects of governmental programs.

PRIMARY DESIGNATION:

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

AGENCY: Provo (Utah). Mayor

SERIES: 15861 1
TITLE: Scrapbooks
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

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.

PRIMARY DESIGNATION:

Public — UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3) UCA 63G-2-103(17) and (18)(a)(i) and (ii)