

## Retention and Classification Report

**Agency:** Provo (Utah). Mayor (1657)

351 West Center Street  
Provo, UT 84601

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

15859	Annual reports
15869	Appointment files
15860	Census information files
15871	City charter
30633	City newspaper scrapbooks
15873	Contracts and agreements files
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15865	General housekeeping files
15863	General subject files
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15867	Information technology feasibility studies
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15887	Proof of publication
30342	Provo City Capital Improvement Plans
15861	Scrapbooks

**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:** 15862

3

**TITLE:** Finding aids

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are indexes, lists, registers, and other finding aids necessary for the efficient use of other records.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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

**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 Ordinance 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:** 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)