Retention and Classification Report

Agency: Carbon County (Utah). Building Department (1766)

Carbon County Courthouse
Price, UT 84501

Records Officer: _____

84956 Building permit files

AGENCY: Carbon County (Utah). Building Department

SERIES: 84956 1
TITLE: Building permit files
DATES: 1988-
ARRANGEMENT: Alphabetical by permit applicant's name
DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

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 for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

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(continued)

APPRAISAL:

These records have administrative value(s).

Disposition based on value of records reflecting permits issued by the Building Department with associated inspection reports and clearances.

PRIMARY DESIGNATION:

Public