

## Retention and Classification Report

**Agency:** West Haven City (Utah) (2566)

West Haven City Hall  
4150 South 3900 West  
West Haven, UT 84401  
801-731-4519

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

29352	General plan
29243	Ordinances

**AGENCY:** West Haven City (Utah)

**SERIES:** 29352

1

**TITLE:** General plan

**DATES:** 2002-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**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.

**AGENCY:** West Haven City (Utah)

**SERIES:** 29352

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** West Haven City (Utah)

**SERIES:** 29243

3

**TITLE:** Ordinances

**DATES:** 1997-

**ARRANGEMENT:** N/A

**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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