

## Retention and Classification Report

**Agency:** Taylorsville (Utah) (2650)

Taylorsville City Hall  
2600 West Taylorsville Blvd  
Taylorsville, UT 84119  
801-963-5400

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

30252	Annual budget and audit records
30253	Campaign financial disclosures
29960	City Council meeting materials and agenda packets
29968	City Council meeting minutes
30018	Conditional use permit records
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**AGENCY:** Taylorsville (Utah)

**SERIES:** 30252

3

**TITLE:** Annual budget and audit records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

The records document plans for financial operations for each fiscal year as well as the actual spending of the city. They also document the results of annual financial audits. The records are used to memorialize and compare both planned and actual spending by the city. They also provide a public record of the financial health of the city each year. The records contain Taylorsville's budget as adopted by the city council each June. They also contain audit reports as provided by outside accounting firms for the previous fiscal year.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30252

**TITLE:** Annual budget and audit records

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30253

3

**TITLE:** Campaign financial disclosures

**DATES:** 1995-

**ARRANGEMENT:** Chronological by filing year.

**DESCRIPTION:**

The records document campaign contributions and expenditures of candidates for municipal elected office. The records are used to ensure transparency regarding campaign contributions and expenditures. They are made available to the public and forwarded to the lieutenant governor's office per statute. The records contain candidate name and contact information, details about the source of all campaign contributions as well as the entity or individuals that are the recipients of those campaign dollars.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Campaign financial disclosure statements, GRS-282.

**AUTHORIZED:** 08-13-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Records document the public election process.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30253

**TITLE:** Campaign financial disclosures

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 29960

3

**TITLE:** City Council meeting materials and agenda packets

**DATES:** 1995-

**ARRANGEMENT:** Chronological by meeting date

**DESCRIPTION:**

These records document the legislative actions taken by the City Council and include the materials the council members are provided to aid them in their decision making.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**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 administrative, historical, and/or legal value(s).

This series has permanent historical and legal value as documentation of the operation and actions of the city council.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 29968

3

**TITLE:** City Council meeting minutes

**DATES:** 2010-2019

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These records document the regular, special, and emergency meetings of the Taylorsville City Council, as required by Utah Code 52-4-203(2018). These minutes include: the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; and any other information that any member requests be entered in the minutes. Minutes are also required to be kept for all closed meetings in accordance with Utah Code 52-4-204(2018) and can include: the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 29968

**TITLE:** City Council meeting minutes

(continued)

**APPRAISAL:**

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

This series has permanent historical and legal value as documentation of the operation and actions of the city council.

**PRIMARY DESIGNATION:**

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



**AGENCY:** Taylorsville (Utah)

**SERIES:** 30018

3

**TITLE:** Conditional use permit records

**DATES:** 1970-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records contain conditional use permits, which allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. These records may include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence. This record series includes records provided to Taylorsville City by Salt Lake County that document conditional use permits issued when the area was unincorporated.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Conditional use permit records, GRS-1044.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative needs has been met and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
These records document conditional land use in the city and related obligations and agreements.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30018

**TITLE:** Conditional use permit records

(continued)

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30246

3

**TITLE:** Election canvass and Board of Canvasser resolutions

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

The records document the official results of Taylorsville's primary and general elections and are used to memorialize the results of municipal elections. The records contain tabulations of votes including dates, candidate names, votes tallied by district, vote totals and resolutions signed by the Board of Canvassers accepting canvass results.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
These records document the official results of Taylorsville elections.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30246

**TITLE:** Election canvass and Board of Canvasser resolutions

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30272

3

**TITLE:** Engineering and Capital Project books

**DATES:** 1996 -

**ARRANGEMENT:** Alphabetical by project name thereunder numerical by street number.

**DESCRIPTION:**

These records document construction of new buildings, facilities and infrastructure as well as renovation of city-owned buildings.

The records are used to verify and document plans and specifications for capital projects within Taylorsville city limits. Records may contain traffic control drawings, storm drainage plans, documentation pertaining to retention/detention ponds, and road widening projects.

**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 for 15 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records document the construction of government and publicly funded municipal buildings.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30272

**TITLE:** Engineering and Capital Project books

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12)(2021).

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 29055

3

**TITLE:** Ordinances

**DATES:** 1995-

**ARRANGEMENT:** Numerical by ordinance number.

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, 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:**

Computer data files: Retain in State Archives permanently with authority to weed.

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).

This series has permanent historical value as documentation of decisions and actions of the city council.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 29055

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.



**AGENCY:** Taylorsville (Utah)

**SERIES:** 30251

3

**TITLE:** Property appraisals

**DATES:** 1996-

**ARRANGEMENT:** Numeric by property address.

**DESCRIPTION:**

These records document the appraised value of real property owned by or considered for purchase by Taylorsville City. The records are used to help make decisions regarding the potential sale or purchase of real property. Records include the property address, parcel number, legal description, appraised value, ownership history, and property description.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have permanent historical value as evidence of government processes managing purchase and sale of real property and the exercise of the taking power of eminent domain.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30251

**TITLE:** Property appraisals

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(6)(2021)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-310 (2008)

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30199

3

**TITLE:** Publications

**DATES:** 2002 -

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records include publications produced by the City for purposes of announcing news about city sponsored events, projects, initiatives and general municipal news.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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 until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the history of significant accomplishments of Taylorsville City.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30016

3

**TITLE:** Redevelopment Agency meeting minutes

**DATES:** 2001-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the discussions of, and actions taken by, the Taylorsville Redevelopment Agency, and can include information about public investment in land, housing and economic development.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 for 5 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
These records document official decisions made by a public body, as it relates to the economic and land development of the municipality.

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30017

3

**TITLE:** Resolutions

**DATES:** 1995-

**ARRANGEMENT:** Numerical by resolution number.

**DESCRIPTION:**

These records document resolutions passed by the Taylorsville City Council. Resolutions serve as a written record of the intent, will, opinion, or policy of a majority of the city council. Resolutions can be used to document the will of the council regarding a certain topic, and typically contain detail of and reasoning behind city council decisions that do not rise to the level of being a city ordinance.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
These records are official resolutions of an elected public body, and document the policy decisions of the municipality.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30017

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30026

3

**TITLE:** Subdivision Review case files

**DATES:** 1996 -

**ARRANGEMENT:** Alphanumeric.

**DESCRIPTION:**

These files document the developmental history of subdivision plans submitted to the planning commission for compliance review with applicable development ordinances and standards. Records may include application, staff reports, planning commission actions, maps, site plans.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the developmental history of subdivisions within Taylorsville City.

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30006

3

**TITLE:** Taylorsville Planning Commission meeting materials

**DATES:** 1996-2017

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series contains the meeting materials presented to the Taylorsville Planning Commission members in preparation for commission meetings. Records include all materials used in preparation for meeting and any public materials distributed to the board members during the meeting, and may include meeting agendas.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records document the context of decisions made by a public body as it relates to planning, zoning and development in Taylorsville City.



**AGENCY:** Taylorsville (Utah)

**SERIES:** 30006

**TITLE:** Taylorsville Planning Commission meeting materials

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 10-3-603 (1977) and Utah Code 63G-2-201(2)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** Taylorsville (Utah)

**SERIES:** 30008

3

**TITLE:** Taylorsville Planning Commission meeting minutes

**DATES:** 1996-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These records document the activities of the Taylorsville Planning Commission; records include who was present at the meetings, where and when the meetings took place, substance of what was discussed and decisions of the commission.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the decisions made by a public body as it relates to planning, zoning and development in Taylorsville City.

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.