

## Retention and Classification Report

**Agency:** Duchesne County (Utah). Building Inspection Department (2752)

Drawer 270  
Duchesne, UT 84021

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

19274      Building permit records

**AGENCY:** Duchesne County (Utah). Building Inspection Department

**SERIES:** 19274

1

**TITLE:** Building permit records

**DATES:** 1960-

**ARRANGEMENT:** Numerical by building permit number

**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.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 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 Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records provide historical information about structures in the county.

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(continued)

**PRIMARY DESIGNATION:**

Public