

## Retention and Classification Report

**Agency:** Sandy (Utah). Community Development Department (2818)

1000 Centennial Parkway  
Sandy, UT 84070-1799  
801-568-7100

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

27279	Building permit files
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20129	Code enforcement complaint forms
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23482	General plan maps
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85100	Residential building plans

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 27279

1

**TITLE:** Building permit files

**DATES:** 2005-

**ARRANGEMENT:** Chronological by job date

**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 for 50 year(s) after expiration of permit or license

**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 1 year after permit is approved and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 18715

3

**TITLE:** Business license applications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. home address, age/birthdate, driver's license number, social security number, home telephone number

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 20129

1

**TITLE:** Code enforcement complaint forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

**RETENTION:**

Retain for 5 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 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. complainant information

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 20128

3

**TITLE:** Code enforcement files

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder numerical by case number

**ANNUAL ACCUMULATION:** 200.00 cubic feet.

**DESCRIPTION:**

These records document the criminal investigation of complaints relating to violations of the Sandy City zoning ordinances. They include a log (date, name, address, description, and action taken); an inspection report (complaint number, address, date received, zoning number, quadrant and council district numbers, property owner's name, address, telephone number; nature of complaint, initials of assigned inspector; chronology of inspections including date, time, description, action taken, and related notes; a summary of arrangements and contacts with violator), and the inspection summary (site, sidwell number, complaint number, date received and by whom, owner contact, phone number, status, complainant name, address, telephone and fax numbers, nature of complaint, date, initials, entry type, comment and date due).

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

Video recordings master: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 20128

**TITLE:** Code enforcement files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the department.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

Protected. Complainant name, address, telephone and mobil phone numbers, fax number

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 20130

1

**TITLE:** Code enforcement inspection reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

**RETENTION:**

Retain for 5 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 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. complainant information

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 23482

1

**TITLE:** General plan maps

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

**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 State Archives permanently with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 23482

**TITLE:** General plan maps

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 85099

4

**TITLE:** Non-residential building plans

**DATES:** 1983-

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These records support the agency's function to review proposed construction of non-residential buildings. Records document blueprints and specifications and are used to determine code compliance and set the quality standard. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor. These records do not include buildings plans for public buildings. These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1983 through 1983. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 85099

**TITLE:** Non-residential building plans

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 25203

3

**TITLE:** Publications

**DATES:** 1977-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 85100

4

**TITLE:** Residential building plans

**DATES:** 1977-

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These records support the agency's function to review proposed construction of residential buildings. Records document blueprints and specifications and are used to determine code compliance and set the quality standard. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor. These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1977 through 1983. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1977 through 1983. Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 1 year after completion and final inspection and then destroy.

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 85100

**TITLE:** Residential building plans

(continued)

**APPRAISAL:**

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

These records are of historical interest as they provide a snapshot of the architecture in the area at a given time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Community Development Department

**SERIES:** 19036

1

**TITLE:** Zoning plan maps

**DATES:** undated

**ARRANGEMENT:** numerical

**DESCRIPTION:**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

**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 after being microfilmed.

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

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

**PRIMARY DESIGNATION:**

Public