

Retention and Classification Report

Agency: Logan (Utah). Administrative Services and Economic Development (2978)

PO Box 527
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Logan, UT 84323
435 750-9800

Records Officer: _____

03687	*Account book
24005	Active project files
22377	Board of adjustment minutes
24007	Community development Block Grant Application Records
24006	Community development block grant administrative records
22697	Comprehensive annual financial reports
03674	*Dog register book
05082	*Expenditures ledger
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22404	Minutes historic preservation committee
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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3687

3

TITLE: Account book

DATES: 1878-1890.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24005

3

TITLE: Active project files

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22377

3

TITLE: Board of adjustment minutes

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

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 Office permanently.

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

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22377

TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24007

1

TITLE: Community development Block Grant Application Records

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24006

1

TITLE: Community development block grant administrative records

DATES: 1992-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION:

Retain for 3 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 3 years after end of grant period and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22697

1

TITLE: Comprehensive annual financial reports

DATES: 1954-

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

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:

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APPRAISAL:

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

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22697

TITLE: Comprehensive annual financial reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3674

3

TITLE: Dog register book

DATES: 1899-1904.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 5082

3

TITLE: Expenditures ledger

DATES: 1876-1880.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 24004

1

TITLE: General administrative records

DATES: 1866-2015.

ARRANGEMENT: Alphabetic by subject

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22404

3

TITLE: Minutes historic preservation committee

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). These are the minutes for the Logan Historic Preservation Committee. This committee reviews plans and approves all changes to any structure within the Historic District in Logan.

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:

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22404

TITLE: Minutes historic preservation committee

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22376

3

TITLE: Planning commission minutes

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 22376

TITLE: Planning commission minutes

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 3689

1

TITLE: Plat map books

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records as they are land records used for research purposes by the public, other city departments, and title companies.

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Administrative Services and Economic Development

SERIES: 10614

3

TITLE: Plot index card files

DATES: 1865-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public