Retention and Classification Report

Agency: Orem (Utah). City Manager (3027)

56 N. State Street
Orem, UT 84057

Records Officer: _____

23002	Beautification Advisory Commission meeting minutes
23007	Board of Adjustment meeting minutes
23158	Board of Adjustment meeting tape recordings
23060	Board of Adjustment resolutions
23006	City Council resolutions
23001	Community Development Block Grant Citizens Advisory Committe
23161	Council meeting tape recordings
22997	Historic Preservation Advisory Commission meeting minutes
22982	Human Relations Advisory Commission meeting minutes
22983	Library Advisory Commission meeting minutes
22984	Mayoral Advisory Commission meeting minutes
23005	Municipal Building Authority meeting minutes
23159	Municipal Building Authority meeting tape recordings
23043	Municipal Building Authority resolutions
23291	Notary services journal
23157	Planning Commission meeting recordings
23014	Planning Commission resolutions
27566	Plans, reports, and studies
22985	Recreation Advisory Commission meeting minutes
22986	Recycling Advisory Commission meeting minutes
23004	Redevelopment Agency meeting minutes
23160	Redevelopment Agency meeting tape recordings
23034	Redevelopment Agency resolutions
23869	Requests for proposals
23047	Short term agreements
22987	Youth City Council Advisory Commission meeting minutes

AGENCY: Orem (Utah). City Manager

SERIES: 23002 3
TITLE: Beautification Advisory Commission meeting minutes
DATES: 1987-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (2010) and to 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." They may also include an official agenda.

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.

AGENCY: Orem (Utah). City Manager

SERIES: 23002
TITLE: Beautification Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23007 3
TITLE: Board of Adjustment meeting minutes
DATES: 1956-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
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" (UCA 10-9-701(2)(a) (1997)). 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" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board. Information includes names and adressed of interested citizens, names of board members and staff, and decisions made.

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.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23007
TITLE: Board of Adjustment meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23158 3
TITLE: Board of Adjustment meeting tape recordings
DATES: ca. 1980-
ARRANGEMENT: Chronological by date of meeting
DESCRIPTION:

These are audio recordings of Board of Adjustment meetings which are documented in records series 23007, Board of Adjustment meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23060 3
TITLE: Board of Adjustment resolutions
DATES: 1990-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are formal statements and decisions or expressions of opinion put before or adopted by the Board of Adjustment. The Board of Adjustment consists of five members and its duties 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" (UCA 10-9-703(1)(2000). The Board of Adjustment makes most of its decisions by resolution instead of by motion because they prefer the paper trail the resolutions generate. Information includes resolution date, resolution number, name of individual or entity making the appeal, appropriate zoning ordinance citation, details of the issue addressed and the Board decision.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23060
TITLE: Board of Adjustment resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23006 1
TITLE: City Council resolutions
DATES: 1966-
ARRANGEMENT: Numerical by resolution number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (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:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23001 3
TITLE: Community Development Block Grant Citizens Advisory Committee meeting minutes
DATES: 1987-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (2010) and to 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." They may also include an official agenda.

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.

AGENCY: Orem (Utah). City Manager

SERIES: 23001
TITLE: Community Development Block Grant Citizens Advisory Committee meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23161 3
TITLE: Council meeting tape recordings
DATES: ca. 1970-
ARRANGEMENT: Chronological by date of meeting
DESCRIPTION:

These are audio recordings of City Council meetings which are documented in records series 23006, City Council resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22997 3
TITLE: Historic Preservation Advisory Commission meeting minutes
DATES: 1991-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These minutes document the meetings of the Historical Preservation Advisory Commission, which works in an advisory capacity to the City Council in matters relating to history in Orem City. As per Article 2-21 of the City Code, their responsibilities include surveying and inventorying of community historic resources, reviewing proposed nominations to the National Register of Historic Places, review and comment to the State Historic Preservation Officer on all historic National Registory nominations in Orem, and inventorying historic and archeological sites within the community. They also work with grant money provided semi-annually by the State Division of History. The Commission consists of seven members appointed by the Mayor, one of whom is a City Council member. Information includes date time and place of the meeting, names of those in attendance and names of citizens speaking to the Commission.

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.

AGENCY: Orem (Utah). City Manager

SERIES: 22997
TITLE: Historic Preservation Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22982 3
TITLE: Human Relations Advisory Commission meeting minutes
DATES: 1992-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Minutes of regular, special, and emergency meetings of official municipal committee, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22982
TITLE: Human Relations Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

This disposition is based on the historical value of these minutes.

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22983 3
TITLE: Library Advisory Commission meeting minutes
DATES: 1965-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22983
TITLE: Library Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

This disposition is based on the historical value of these minutes.

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22984 3
TITLE: Mayoral Advisory Commission meeting minutes
DATES: 1998-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Minutes of regular, special and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and the 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7 (2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22984
TITLE: Mayoral Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23005 3
TITLE: Municipal Building Authority meeting minutes
DATES: 1990-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (2010) and to 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." They may also include an official agenda.

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.

AGENCY: Orem (Utah). City Manager

SERIES: 23005
TITLE: Municipal Building Authority meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23159 3
TITLE: Municipal Building Authority meeting tape recordings
DATES: 1990-
ARRANGEMENT: Chronological by date of meeting
DESCRIPTION:

These are the audio recordings of Municipal Building Authority meetings which are documented in records series 23005, Municipal Building Authority meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23043 3
TITLE: Municipal Building Authority resolutions
DATES: 1994-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are decisions in the form of resolutions passed by the Municipal Building Authority (MBA) of Orem City. The MBA receives its authority from UCA 17A-3-903 (2000), which states, "The governing body of a public body may organize a non-profit corporation as the building authority for the public body under this part,...solely for the purpose of accomplishing the public purposes for which the public body exists by acquiring, improving,or extending one or more projects and financing their costs on behalf of the public body." The MBA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text and chronological number assigned to each resolution.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23043
TITLE: Municipal Building Authority resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23291 3
TITLE: Notary services journal
DATES: 1998-
ARRANGEMENT: Numerical by entry number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a journal of notary services performed by the administrative secretary to public works. The records are maintained to document each use of notary services so the notary can prove that proper procedures were adhered to should there be a question regarding a notary transaction at some point in the future. Information includes signature of person requesting notary services, date and time notary service was performed, fee charged, type of document being notarized, type of notary act, signer's address, manner in which signer was identified and comments.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on This disposition is based on the need of the notary public to provide proof of the correctness of any questioned transaction.

AGENCY: Orem (Utah). City Manager

SERIES: 23291
TITLE: Notary services journal

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(f)(g)(h)(2008).

AGENCY: Orem (Utah). City Manager

SERIES: 23157 3
TITLE: Planning Commission meeting recordings
DATES: ca. 1978-
ARRANGEMENT: Chronological by date of meeting
DESCRIPTION:

These are audio recordings of Planning Commission meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23014 3
TITLE: Planning Commission resolutions
DATES: 1990-
ARRANGEMENT: Chronological, thereunder by ordinance number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This records series consists of formal statements of resolutions, decisions or expressions of opinion put before or adopted by the Planning Commission. Included are approval of some items and recommendations for others which will be forwarded to the City Council for information purposes and final decision. Among the issues addressed are zoning ordinances and amendments to the zoning ordinances, and how the provisions of the zoning ordinances are administered.

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 Agency Record Center permanently.

APPRAISAL:

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

AGENCY: Orem (Utah). City Manager

SERIES: 23014
TITLE: Planning Commission resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 27566 1
TITLE: Plans, reports, and studies
DATES: 2010-
ARRANGEMENT: Chronological by year of issue
DESCRIPTION:

These are feasibility studies, master plans for streets, bike trails, etc, and other various reports compiled by staff regarding city projects. They include reports, maps, correspondence, etc.

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 value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22985 3
TITLE: Recreation Advisory Commission meeting minutes
DATES: 1993-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces, UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22985
TITLE: Recreation Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22986 3
TITLE: Recycling Advisory Commission meeting minutes
DATES: 1990-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22986
TITLE: Recycling Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23004 3
TITLE: Redevelopment Agency meeting minutes
DATES: 1994-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; 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 UCA 52-4-7(2) (2010) and to 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." They may also include an official agenda.

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.

AGENCY: Orem (Utah). City Manager

SERIES: 23004
TITLE: Redevelopment Agency meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23160 3
TITLE: Redevelopment Agency meeting tape recordings
DATES: 1994-
ARRANGEMENT: Chronological by date of meeting
DESCRIPTION:

These are audio recordings of Redevelopment Agency meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

RETENTION:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23034 1
TITLE: Redevelopment Agency resolutions
DATES: 1984-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are formal statements of decisions or expressions of opinion put before or adopted by the Redevelopment Agency (RDA). The RDA has architectural design approval over projects in city redevelopment areas, and appoints members of the Commission for Economic Development in Orem (CEDO) which reviews applications for redevelopment and provides recommendations to the RDA. The RDA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text, and chronological number assigned to each resolution.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23869 3
TITLE: Requests for proposals
DATES: 2001-
ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after decision and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Orem (Utah). City Manager

SERIES: 23869
TITLE: Requests for proposals

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 23047 3
TITLE: Short term agreements
DATES: 1928-
ARRANGEMENT: Alphabetical by surname or business name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This records series consists of contractual agreements made by Orem City dealing with maintenance, purchasing and services provided by outside vendors. In most cases the contract is prepared in duplicate by the City. One is maintained by the City and the other is given to the other party to the contract. Examples of short term agreements are equipment maintenance and repair contracts, service agreements for copiers and carpet installation contracts. Information includes date of contract, names of contracting parties, date contract terms are to be met and contract stipulations.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Orem (Utah). City Manager

SERIES: 23047
TITLE: Short term agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Manager

SERIES: 22987 3
TITLE: Youth City Council Advisory Commission meeting minutes
DATES: 1982-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces, UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall 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; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept of all closed meetings in accordance with UCA 52-4-7(2) (1997) and to 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." They may also include an official agenda.

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 Agency Record Center permanently.

AGENCY: Orem (Utah). City Manager

SERIES: 22987
TITLE: Youth City Council Advisory Commission meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public