

## Retention and Classification Report

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

56 N. State Street  
Orem, UT 84057

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

|       |   |
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**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 addresses 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 minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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:** 23300

3

**TITLE:** Citizen's Storm Water Advisory Committee records

**DATES:** 1995-1996.

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological by date.

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document an ad hoc committee formed to address the issues dealing with the formulation and creation of the storm water sewer utility. They also are used and to determine how storm drainage would be handled by Orem City in the future. Information includes list of committee members, meeting minutes, agendas and attachments, City Council briefings, correspondence, maps, news articles, drafts and resolutions.

**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).

**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:** 27511

1

**TITLE:** Confidential memos from city manager to city council

**DATES:** 1997-2015.

**ARRANGEMENT:** Chronological by Date

**DESCRIPTION:**

The function of this record series is to keep the city council aware of the issues going on in Orem City. The records include periodic memos to the Orem City Council from the city manager informing them of various issues in the city, which are of a confidential nature, and may include back up material for the various topics covered by the memos. These records may include personal information about individuals.

**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 and then transfer to State Records Center. Retain in State Records Center for 1 year 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:** 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 minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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 Registry 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:** 23299

3

**TITLE:** Impact Fees Committee meeting minutes

**DATES:** 1994-1995.

**ARRANGEMENT:** Chronological by month

**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. (See also Internal committee records).

**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.

Computer data files: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23299

**TITLE:** Impact Fees Committee meeting minutes

(continued)

**APPRAISAL:**

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

**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 minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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 minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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 minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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:** 23295

1

**TITLE:** University Parkway/I-15 Rebuilding Interchange Steering Committee files

**DATES:** 1998.

**ARRANGEMENT:** Alphabetical by list data series

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the activities of the 1200 South Interchange Steering Committee which was formed to interview and evaluate possible consultants and their written proposals. Included are minutes, culinary water master plan, interview agenda, consultant evaluations, memos, correspondence and project proposals from outside agencies.

**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:** 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