

## Retention and Classification Report

**Agency:** Orem (Utah). Development Services (3030)

56 N. State Street  
Orem, UT 84057

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

13497	Building plans and specifications
24050	Capital improvement projects
23032	Construction standards and specifications
23029	Contractor information files
23028	Contractor inspection forms
22971	Contractor right-of-way permits
16485	Drawings
23118	Engineering monthly reports
24047	Engineering secretary duty book
22975	Plan design files
85161	Planning Commission meeting minutes
23012	Plat log
23120	Private residential developments cost sharing files
23031	Worksite plans log

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 13497

1

**TITLE:** Building plans and specifications

**DATES:** undated

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 24050

1

**TITLE:** Capital improvement projects

**DATES:** ca. 1919-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the contracts, bid breakdown and original specifications for capital improvement projects (CIP) for the city. Included are, change orders, applications for payments, bid breakdown, contract documents, original specifications, change orders, preliminary design work, and Design Department's preliminary work which includes right of way acquisitions, surveying easement, plat maps, and contact names and phone numbers.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-201 (2008).

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 24050

**TITLE:** Capital improvement projects

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (4)(2008). Federal identification number

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23032

1

**TITLE:** Construction standards and specifications

**DATES:** ca. 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**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.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23029

3

**TITLE:** Contractor information files

**DATES:** ca. 1980-

**ARRANGEMENT:** Alphabetical by contractor name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These forms are used to document personal contractor information for contractors with licenses to work in the city right-of-way. The information is used to verify that insurance, bond and license are current, as well as for contact purposes. Examples of projects these contractors perform for the city include the installation and repair of laterals, mains, utilities and concrete work. Information includes name, address, phone number, contractor code classification, insurance certificate with insurance name and expiration date, date cash bond was received and Utah license information including expiration date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until bond is returned to contractor and then destroy.

Computer data files: Retain in Office for 1 year or until bond is returned to contractor and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23028

3

**TITLE:** Contractor inspection forms

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are forms that the municipal project manager completes documenting the inspection of job sites which are located in the public right-of-way. The project manager examines the jobsite to determine compliance with city code. Examples of inspected projects are water and sewer laterals, water and sewer mains, curb, gutter and sidewalk work. Information includes permit number; address of job site; contractor's name; date, time and type of inspection; and inspection pass or fail status. Also included is information about the sewer tie-in for clean out should the inspection be of a sewer lateral. The information from this form is entered into the agency database, and is occasionally referred to if problems arise with a particular job site.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office until superseded and then delete.

**APPRAISAL:**

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

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23028

**TITLE:** Contractor inspection forms

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Orem (Utah). Development Services

**SERIES:** 22971

1

**TITLE:** Contractor right-of-way permits

**DATES:** ca. 1919-

**ARRANGEMENT:** Chronological by year, thereunder, by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record series consist of permits issued to private contractors to work in the city right-of-way for water and sewer laterals, water and sewer mains, curb, gutter, sidewalk, utilities, sump, storm drain, and sidewalk replacement. They include contractor name, permit number, issuing and expiration date, address of job, and conditions of permit use.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after bond expires and then destroy.

Computer data files: Retain in Office for 1 year after bond expires and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 16485

1

**TITLE:** Drawings

**DATES:** 1935-

**ARRANGEMENT:** Alphabetical by type of map.

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**  
These are drawings from the City Engineer.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23118

3

**TITLE:** Engineering monthly reports

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This is a monthly report compiled by members of the office staff used to inform the various divisions of Public Works and the city manager of the status of current Public Works projects. Types of projects include design, construction, traffic and private development. Information includes the following for each project: account number, description, budgeted amount, engineer, opening date, who contract was awarded to, bid amount and permits issued. Also included in the report are ideas and suggestions for each division; current subdivision lists with updated construction information; data on sign installation, signals and pavement markings for the month; traffic counts; development review committee projects list; bond information and sewer and water main lengths.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 24047

1

**TITLE:** Engineering secretary duty book

**DATES:** ca. 1990-

**ARRANGEMENT:** by category

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This volume serves as a reference detailing duties and procedures assigned to the engineering secretary. included are procedures dealing with contractors, construction permits, capital improvement projects (CIP), planned residential developments (PRD), community development block grants (CDBG), uniform allowance, deadline projects list, purchase requests, response forms, SummerFest information and timecard training, petty cash procedures and instructions for performing miscellaneous public works procedures.

**RETENTION:**

Retain until administrative need ends

**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 until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 22975

3

**TITLE:** Plan design files

**DATES:** 1996-

**ARRANGEMENT:** Organized by frequency of use

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain drawings and diagrams of water and fuel tanks used in the maintenance and repair of city vehicles.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after after disposition of vehicle or until part is redesigned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 85161

4

**TITLE:** Planning Commission meeting minutes

**DATES:** i 1949-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

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

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 85161

**TITLE:** Planning Commission meeting minutes

(continued)

**APPRAISAL:**

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

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23012

1

**TITLE:** Plat log

**DATES:** 1997-

**ARRANGEMENT:** Chronological by date received

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 for 1 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 1 year or until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23120

3

**TITLE:** Private residential developments cost sharing files

**DATES:** ca. 1995-

**ARRANGEMENT:** Alphabetical by subdivision name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the activities of the Private Residential Developments Cost Sharing Program, a program implemented by Orem City funded annually at the discretion of the City Council. Public Works contributes thirty percent of the payment for approved preventative street maintenance costs. Applications for reimbursement from homeowner's associations are processed by the pavement manager and approved or disapproved by the city manager. Information includes the application, the agreement, location, details of work performed, copies of contractor bids, request for payment, limited conversation records, maps or sketches of roads and the developer's contact information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Development Services

**SERIES:** 23031

3

**TITLE:** Worksite plans log

**DATES:** ca. 1990-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a log documenting the submission of cutsheets to Public Works. Cutsheets are plan and profile sheets, detailing grade and elevation of municipal worksites and are used by contractors to install and properly grade their work. Examples of types of projects where cutsheets are used are sidewalk installation, storm drain and sewer main work. Information includes date and time cutsheets were received, subdivision name, project name and type, name of engineer who prepared the cutsheet and the name of the submitting engineering company.

**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 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public