

Retention and Classification Report

Agency: Provo (Utah). Parks & Recreation Department (3040)

PO Box 1849
351 W Center
Provo, UT 84603
801 852-6100

Records Officer: _____

29781	Administrative records
25251	Annual reports

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 29781

3

TITLE: Administrative records

DATES: 1930-2018

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records are associated with the Provo City Parks & Recreation Department. They document land purchases, construction, and improvements to Provo City recreational facilities, including the recreation center, parks, golf courses, and the Covey Center for the Arts and may include records of the Land and Water Conservation Fund.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreational facility files, GRS-646.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 29781

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public 63G-2-301

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(3)(6)(8)(9) - this series contains financial information that falls under protected status according to the Government Records Access and Management Act

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 25251

3

TITLE: Annual reports

DATES: 1936-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public