Retention and Classification Report

Agency: Brigham City (Utah). Public Works Department (3177)

980 W. Forest Street
Brigham City, UT 84302
435-734-6615

Records Officer: _____

26640 Building permits

AGENCY: Brigham City (Utah). Public Works Department

SERIES: 26640 1
TITLE: Building permits
DATES: 1960-
ARRANGEMENT: Chronological by date filed.
DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

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.

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until administrative need ends.

APPRAISAL:

These records have administrative value(s).

Building permits are retained because they have long term administrative need.

AGENCY: Brigham City (Utah). Public Works Department

SERIES: 26640
TITLE: Building permits

(continued)

PRIMARY DESIGNATION:

Public