

Retention and Classification Report

Agency: Apple Valley (Utah) (3252)

1777 North Meadowlark Drive
Apple Valley, UT 84737
435-877-1190

Records Officer: Michelle Kinney

28198 General correspondence
29208 Land Ordinances

AGENCY: Apple Valley (Utah)

SERIES: 28198

1

TITLE: General correspondence

DATES: 2011-

ARRANGEMENT: Alphabetical by e-mail account name, thereunder chronological
DESCRIPTION:

These electronic mail files contain the daily correspondence of city officials, including the mayor. They document the inner workings of Apple Valley, Utah, and cover various subjects such as parks and recreation, water, budget issues, roadway signs, and other responsibilities of government.

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:

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. personal information of employees and constituents

AGENCY: Apple Valley (Utah)

SERIES: 29208

3

TITLE: Land Ordinances

DATES: 2004-

ARRANGEMENT:

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances or indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT: