Retention and Classification Report

Agency: Apple Valley (Utah) (3252)

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

Records Officer: _____

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 Proof of publication files, GRS-46.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT: