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

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AGENCY: Apple Valley (Utah)

SERIES:
28198

TITLE:
General correspondence

DATES:
2011

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

DESCRIPTION:
Image: Content of the second second

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 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:

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