

Retention and Classification Report

Agency: Grand County (Utah) (3277)

Grand County Courthouse
125 East Center
Moab, UT 84532
435-259-1346

Records Officer: _____

29445	Budget
30818	Building permits

AGENCY: Grand County (Utah)

SERIES: 29445

3

TITLE: Budget

DATES: 2007-

ARRANGEMENT: none

DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Grand County (Utah)

SERIES: 30818

3

TITLE: Building permits

DATES: 1973-

ARRANGEMENT: Chronological by date, thereunder numerical by permit number.

DESCRIPTION:

This series contains building permits created by Grand County. The records document construction projects reviewed for compliance with applicable code. Information in the records includes, but is not limited to, applicant name, address, phone number, email address, building address, contractor information, receipts for payments, related construction and engineering documents.

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 Building permit indexes, GRS-439.

AUTHORIZED: 08-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 21 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Records document buildings and structures in Grand County, and the legal review of their safe construction.

AGENCY: Grand County (Utah)

SERIES: 30818

TITLE: Building permits

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2008).