

Retention and Classification Report

Agency: Sandy (Utah) (3303)

Sandy City Hall
10000 Centennial Parkway
Sandy, UT 84070
801-568-7100

Records Officer: _____

30566	Citizen surveys
28980	Community development block grant applications
29597	Comprehensive annual financial reports and audits
29331	General plan

AGENCY: Sandy (Utah)

SERIES: 30566

3

TITLE: Citizen surveys

DATES: 1999-

ARRANGEMENT: Chronological by survey date.

DESCRIPTION:

These records are surveys of citizens of Sandy City documenting their general feelings about the city and the services provided by city government.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records provide insight into the general feelings about municipal living conditions and government services for a period of time.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Sandy (Utah)

SERIES: 28980

1

TITLE: Community development block grant applications

DATES: 1982-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to guide the development of the city, and to enhance the quality of life of its citizens. Records document the completion of projects funded by CDBG funds. Records include the initial application, the project description, and all final reports.

RETENTION:

Permanent. Retain for 6 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: For records beginning in 1982 and continuing to the present. Retain in Office for 6 years after end of project and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are of historical interest as they document the funding and expenditures of community improvement projects.

PRIMARY DESIGNATION:

Public

AGENCY: Sandy (Utah)

SERIES: 29597

3

TITLE: Comprehensive annual financial reports and audits

DATES: 1928-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are Comprehensive Annual Financial Reports (CAFR) prepared by external auditors examining and verifying the municipality's financial activity for the fiscal year. Records document auditor findings, written opinions, recommendations for improvement, and audit of compliance and internal controls. Information includes related financial data and supporting documentation.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Documents the municipality's financial activities and use tax-payer monies for the year.

AGENCY: Sandy (Utah)

SERIES: 29597

TITLE: Comprehensive annual financial reports and audits

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Sandy (Utah)

SERIES: 29331

1

TITLE: General plan

DATES: 1995-

ARRANGEMENT: none

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

AGENCY: Sandy (Utah)

SERIES: 29331

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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