

Retention and Classification Report

Agency: Park City (Utah) (3307)

Marsac Municipal Bldg
P.O. Box 1480
Park City, UT 84060
435-615-5000

Records Officer: _____

29315	General plan
29994	Personnel files

AGENCY: Park City (Utah)

SERIES: 29315

1

TITLE: General plan

DATES: 2014-

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: Park City (Utah)

SERIES: 29315

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Park City (Utah)

SERIES: 29994

3

TITLE: Personnel files

DATES: Personnel files

ARRANGEMENT: In order by termination date, thereunder alphabetical by employee's last name.

DESCRIPTION:

These records are official employment files for all Park City Municipal Corporation employees. These files can include the employment application, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years after hire date or until 3 years after retirement or death and then delete.

APPRAISAL:

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

AGENCY: Park City (Utah)

SERIES: 29994

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-301 (2) (2020)

Utah Code 63G-2-302 (2)(a)(b)(2020)

SECONDARY DESIGNATION(S):

Public