

Retention and Classification Report

Agency: Provo (Utah) (3308)

351 West Center Street
Provo, UT 84603
801-852-6000

Records Officer: _____

29400	Annual budget reports
30551	Board of Adjustments recommendation file
28465	Bond Issue Files
30074	Community Development Block Grant Historical Records
30051	Community Development Block Grant historical records
30200	Election reporting records
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30237	Youth Government/Youth City Council historical records

AGENCY: Provo (Utah)

SERIES: 29400

3

TITLE: Annual budget reports

DATES: 2015-

ARRANGEMENT: Chronological.

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Provo (Utah)

SERIES: 30551

3

TITLE: Board of Adjustments recommendation file

DATES: 1967-1973

ARRANGEMENT: Reverse chronological by meeting date.

DESCRIPTION:

This series contains carbon copies of records of decisions made by the board in regard to requests for zoning variances. The requests were submitted by property owners, typically seeking permission for exception to building setbacks required by zoning ordinances or the operation of a business out of a residence. The carbon copy forms include space to record such information as an application number, designated zoning of the property in question, applicant name, property address, and description of the variance sought by the applicant. The record also includes the date of the meeting in which the application was considered, the decision of the board, and comments or conditions related to the decision.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative documentation of the kind of requests brought before the board and decisions rendered by the board.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah)

SERIES: 28465

3

TITLE: Bond Issue Files

DATES: 1940-

ARRANGEMENT: Arranged alphanumerically

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah)

SERIES: 30074

1

TITLE: Community Development Block Grant Historical Records

DATES: 1973 - 2018

ARRANGEMENT: Alphabetical by project name thereunder chronological by year.

DESCRIPTION:

These records document the outcome of Community Development Block Grant (CDBG) funded projects run in Provo City by the Redevelopment Agency. the records include application, reports, financial information, annual reports, and historical information about the project area.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 0 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document community development projects that significantly impact quality of life in Provo City.

AGENCY: Provo (Utah)

SERIES: 30051

3

TITLE: Community Development Block Grant historical records

DATES: 1973-

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These are records associated with redevelopment projects funded by the Department of Housing and Urban development (HUD), and are used to document the use of Community Development Block Grant funding for HUD projects. Records may include applications, budgets, yearly reports, final report, grant and subrecipient grant information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Community development block grant historical records, GRS-667.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document significant infrastructure and community development projects in Provo City.

AGENCY: Provo (Utah)

SERIES: 30051

TITLE: Community Development Block Grant historical records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201 (2019).

AGENCY: Provo (Utah)

SERIES: 30200

3

TITLE: Election reporting records

DATES: 1945-

ARRANGEMENT: Chronological by election year

DESCRIPTION:

This series includes reports compiled by the city during the course of managing elections: financial reports submitted by all candidates running for elected office--these reports include donor contributions and campaign expenditures; the canvass records of the primary, general, or special elections- the canvass includes the date, office, names of candidates, votes tallied by precinct and district, and total votes for the city; the official canvass reports and resolution, signed by Provo City Board of Canvassers; and any documents or publications used during the elections, specific to the elections such as voter information pamphlets.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after election and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have historical value based on their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

AGENCY: Provo (Utah)

SERIES: 30200

TITLE: Election reporting records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Provo (Utah)

SERIES: 29321

1

TITLE: General plans

DATES: 1997-

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: Provo (Utah)

SERIES: 29321

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Provo (Utah)

SERIES: 30176

3

TITLE: Mayor's Advisory Boards appointment records

DATES: 1980 -

ARRANGEMENT: Alphabetical by board name.

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the Provo city for the purpose of providing information to the mayor regarding the direction of city services. Records may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). Records document the participation of citizens on executive advisory boards.

AGENCY: Provo (Utah)

SERIES: 30176

TITLE: Mayor's Advisory Boards appointment records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Provo (Utah)

SERIES: 30323

3

TITLE: Minutes of the Board of Public Utilities

DATES: 1940-1952; 1968-1990

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the administration of city utilities as reflected in the actions of the governing body.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Provo (Utah)

SERIES: 30324

3

TITLE: Minutes of the Metropolitan Water District Board

DATES: 1935-1962

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These records document the approved minutes of the board of the Metropolitan Water District of Provo and contain the substance of all matters proposed, discussed, or decided, and any votes taken by the board.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah)

SERIES: 30236

3

TITLE: Neighborhood Matching Grants historical records

DATES: 1990-

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

These records relate to the Neighborhood Matching Grants administered by the City Council office as part of Provo's Neighborhood Program. The Council awards matching grant funds to a specific (or sometimes multiple) neighborhood(s) in Provo to complete a beautification or community-building project. The neighborhood meets a designated matching requirement by pledging and completing volunteer hours by area residents, or other types of fundraising or in-kind donations. Records may include final reports, photographs, volunteer rosters, and project summaries which document different aspects of past projects.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document community building programs and activities in Provo City.

AGENCY: Provo (Utah)

SERIES: 30236

TITLE: Neighborhood Matching Grants historical records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-2 (2019).

AGENCY: Provo (Utah)

SERIES: 28466

3

TITLE: Special Assessment Books

DATES: 1920-

ARRANGEMENT: Numeric by district number

DESCRIPTION:

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah)

SERIES: 30237

3

TITLE: Youth Government/Youth City Council historical records

DATES: 1990-

ARRANGEMENT: Chronological by council meeting date.

DESCRIPTION:

These records relate to the Youth Council program in Provo City (previously called Youth Government). Records may include photographs, participant and volunteer rosters, meeting minutes, budget documents, press releases, news articles, correspondence, and other print materials which document the program.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document a significant civic engagement program created by Provo City.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-2 (2019).