

Retention and Classification Report

Agency: Salt Lake County (Utah). Public Works Department. Addressing Division (3572)

Addressing Division
2001 South State Street #N1400
Salt Lake City, UT 84190-1100
801-468-3255

Records Officer: _____

27793 *Red books

AGENCY: Salt Lake County (Utah). Public Works Department. Addressing Division

SERIES: 27793

1

TITLE: Red books

DATES: 1978-1990.

ARRANGEMENT: numerical by township and section numbers

DESCRIPTION:

The red books were created to keep track of the certified address changes. The red books are used as research material to verify the correct address. Information includes plats broken down by townships and sections with the addresses written on it in red.

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:

Paper: Retain in Office permanently and then microfilm and scan.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

APPRAISAL:

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

These records have ongoing historical research value.