

# Retention and Classification Report

**Agency:** Summit County (Utah). County Council. Snyderville Basin Planning Commission (4120)

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**Records Officer:** \_\_\_\_\_

28729 Building permits  
28728 Meeting minutes

**AGENCY:** Summit County (Utah). County Council. Snyderville Basin Planning Commission

**SERIES:** 28729

1

**TITLE:** Building permits

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's function to approve applications for conditional uses, long term temporary uses, or subdivisions. Records document contact information of petitioner and permit approval. Information includes architectural, structural, and electrical plans and details as well as inspection reports.

**RETENTION:**

Permanent. Retain for 15 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: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years 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 value as they document the development of the county's infrastructure.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Summit County (Utah). County Council. Snyderville Basin Planning Commission

**SERIES:** 28728

3

**TITLE:** Meeting minutes

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's function to act as an advisory board to the County Council regarding land use and development. Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 15 year(s)

**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 for 15 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years 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 value as they document the decisions made by a public body.

**AGENCY:** Summit County (Utah). County Council. Snyderville Basin Planning Commission

**SERIES:** 28728

**TITLE:** Meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.