

Retention and Classification Report

Agency: West Valley City (Utah). Community Preservation Department. (4663)

4522 W 3500 S
West Valley City, UT 84120

Records Officer: _____

30411 Administrative code enforcement case files

AGENCY: West Valley City (Utah). Community Preservation Department.

SERIES: 30411

3

TITLE: Administrative code enforcement case files

DATES: 2015-

ARRANGEMENT: Numerically by case number

DESCRIPTION:

These case files document administrative code enforcement case files compiled by the West Valley City Community Preservation Department. They are used to document actions concerning the complaints and onsite observations of violations of West Valley City Code. Case files may contain courtesy notices, notices of violation, administrative citations, pleadings, judgments, appeals, abatement documents, lien documents and collections documents.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Enforcement case files, GRS-446.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

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(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(t)(2022)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2022)