

## Retention and Classification Report

**Agency:** Draper (Utah) (302)

Draper City Hall  
1020 E. Pioneer Road  
Draper, UT 84020  
801 576-6500

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

24988	Appraisal project files
29374	Budgets
25117	Building inspection records
29017	Ordinances

**AGENCY:** Draper (Utah)

**SERIES:** 24988

3

**TITLE:** Appraisal project files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by project name

**DESCRIPTION:**

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas or properties the city is considering buying. They may also include assessments of architectural and historical significance and condition of the involved structures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Draper (Utah)

**SERIES:** 29374

3

**TITLE:** Budgets

**DATES:** 2011-

**ARRANGEMENT:** none

**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:**

**APPRAISAL:**

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

**AGENCY:** Draper (Utah)

**SERIES:** 25117

1

**TITLE:** Building inspection records

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Draper (Utah)

**SERIES:** 25117

**TITLE:** Building inspection records

(continued)

**SECONDARY DESIGNATION(S):**

Exempt. UCA 63G-2-103(18)(b) (2008)

**AGENCY:** Draper (Utah)

**SERIES:** 29017

1

**TITLE:** Ordinances

**DATES:** 1978-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**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.

**FORMAT MANAGEMENT:**

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.