

## Retention and Classification Report

**Agency:** Ogden (Utah). Mayor (723)

2549 Washington Boulevard  
Ogden, UT 84401  
801-629-8000

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

|       |  |
|-------|--|
| 05666 | Bid proposals                                  |
| 05673 | Budget documents                               |
| 05659 | Budget proposals                               |
| 05685 | Correspondence                                 |
| 05655 | Election records                               |
| 05683 | License applications                           |
| 20282 | Municipal meetings audio cassette recordings   |
| 05670 | Plan records for local government improvements |
| 05788 | Requisitions registers                         |
| 05748 | Sewer connections registers                    |
| 11943 | Special service district locations indexes     |
| 05759 | Visitor register                               |

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5666

3

**TITLE:** Bid proposals

**DATES:** 1904-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after decision made on bid recipient and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5673

3

**TITLE:** Budget documents

**DATES:** 1963-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

**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 State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5659

3

**TITLE:** Budget proposals

**DATES:** 1952-

**ARRANGEMENT:**

**DESCRIPTION:**

The city manager, in conformity with provisions of the city charter, presents to the mayor and city council the annual budget. The duty of the city manager in preparing the budget is to give as clear and precise a picture as possible of the city's physical and financial needs. Included are the letter of transmittal, city manager's budget message, general summaries of revenues and expenditures, and separate sections for each division within city government.

**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 State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5685

3

**TITLE:** Correspondence

**DATES:** 1891-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Incoming and outgoing mail relating to city Administrative functions and matters.

**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: For records beginning in 1897 through 1935. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1891 through 1972. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5685

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5655

3

**TITLE:** Election records

**DATES:** 1925-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5683

3

**TITLE:** License applications

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 20282

3

**TITLE:** Municipal meetings audio cassette recordings

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are only used in the preparation of the official minutes and as a backup if an issue is unclear. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after approval of official minutes and then destroy.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5670

1

**TITLE:** Plan records for local government improvements

**DATES:** 1950-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (including housing needs, transportation, and geologic concerns). These reports may include recommendations and may be an extension of the master plan.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5788

1

**TITLE:** Requisitions registers

**DATES:** 1906-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These files contain requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5748

3

**TITLE:** Sewer connections registers

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Notices/orders from the sanitary inspector to make connections with the public sewer as per section 464, Revised Ordinances of the City of Ogden.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5748

**TITLE:** Sewer connections registers

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(11) (2008)

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 11943

3

**TITLE:** Special service district locations indexes

**DATES:** undated

**ARRANGEMENT:** Numerical by index number.

**DESCRIPTION:**

Numerical indexes to special service districts (water, curb and gutter, etc.) in Ogden. Book 1 includes blocks 1-80, book 2 covers blocks 1-72.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The index has administrative and historic value and facilitates clerical management of and access to files. The permanent disposition of files is based on their historical, administrative, and legal value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Mayor

**SERIES:** 5759

1

**TITLE:** Visitor register

**DATES:** 1962-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

**PRIMARY DESIGNATION:**

Public