

Retention and Classification Report

Agency: South Salt Lake (Utah) (1121)

South Salt Lake City Hall
220 East Morris Ave., Ste 200
South Salt Lake, UT 84115
801-483-6000

Records Officer: _____

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AGENCY: South Salt Lake (Utah)

SERIES: 17427

3

TITLE: Alcohol and drug testing result files - personnel files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: South Salt Lake (Utah)

SERIES: 29410

3

TITLE: Budgets

DATES: 2014-

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: South Salt Lake (Utah)

SERIES: 10363

3

TITLE: Business license files

DATES: 1982-

ARRANGEMENT: Numerical there under by license number

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting 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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 10363

TITLE: Business license files

(continued)

SECONDARY DESIGNATION(S):

Private. Driver's license number, birth date, and race, and social security number

AGENCY: South Salt Lake (Utah)

SERIES: 27285

1

TITLE: Code enforcement records

DATES: 2005-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

Code enforcement files relate to administrative hearings for citizens who receive citations for violation of city code. Information in the files includes code enforcement officers' citations, notices, reports, photographs, and other data relating to code violations.

RETENTION:

Retain for 1 year(s) after case is closed

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 1 year after case is closed and time for appeals has expired and then destroy.

Computer data files: Retain in Office for 1 year after case is closed and time for appeals has expired and then delete.

Photographs: Retain in Office for 1 year after case is closed and time for appeals has expired and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12229

3

TITLE: Contracts, leases, and agreements files

DATES: undated

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after last payment and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2a)

AGENCY: South Salt Lake (Utah)

SERIES: 17426

1

TITLE: Council executive session minutes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: South Salt Lake (Utah)

SERIES: 29338

1

TITLE: General plans

DATES: 2009-

ARRANGEMENT: none

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

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.

AGENCY: South Salt Lake (Utah)

SERIES: 29338

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: South Salt Lake (Utah)

SERIES: 12232

3

TITLE: Minutes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

APPRAISAL:

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12231

1

TITLE: Ordinances

DATES: undated

ARRANGEMENT: Numerical

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

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:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12230

3

TITLE: Quit claim deeds/easements files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 10151

3

TITLE: Remittance stubs

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number. After payment is received this information is placed on the computer.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 10364

3

TITLE: Sexually oriented business license files

DATES: 1988-

ARRANGEMENT: Alphabetical there under by last name

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting 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:

Private

SECONDARY DESIGNATION(S):

Public. Name, type of license, and date applied.

AGENCY: South Salt Lake (Utah)

SERIES: 22057

3

TITLE: Sexually oriented business work card file

DATES: 1998-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These files contain information on employees of sexually oriented businesses, bars, and taverns licensed by the city. Includes name, stage name, address, age, birth date, criminal history, employment history, fingerprints, medical information, signature, information about other occupational licenses issued, physical description, sex, telephone number, history of suspension or revocation of occupational licenses, proof of payment, and current employment information. Documents or copies of include: application, birth certificate, driver license/identification card, social security card, health statement for nude entertainers, criminal history or court action information or statement from BCI that applicant has no criminal history. Data is used to determine eligibility of applicant for a license to perform as a nude or semi-nude entertainer, bouncer, bartender, or non-performing employee. After approval of application, information is entered into a computer file.

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 1 year after license is not renewed and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: South Salt Lake (Utah)

SERIES: 22057

TITLE: Sexually oriented business work card file

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

AGENCY: South Salt Lake (Utah)

SERIES: 27807

3

TITLE: Special Assessment Records

DATES: 1989-

ARRANGEMENT: numeric by district number thereunder chronologic

DESCRIPTION:

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION:

Permanent. Retain for 52 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the historical value of the records and the municipal general records retention schedule (12-4).

AGENCY: South Salt Lake (Utah)

SERIES: 27807

TITLE: Special Assessment Records

(continued)

PRIMARY DESIGNATION:

Public