Retention and Classification Report

Agency: West Valley City (Utah). City Manager (1344)

West Valley City Hall
3000 South Constitution Blvd.
West Valley City, UT 84119
801 974-5501

Records Officer: _____

23287 Executive orders

AGENCY: West Valley City (Utah). City Manager

SERIES: 23287 4
TITLE: Executive orders
DATES: 1984-
ARRANGEMENT: Numerical by consecutive executive order number
DESCRIPTION:

This series is made up of executive orders issued by the city manager and/or assistant city manager of West Valley City. Executive orders are official documents through which the executive officer administers the operations of the municipal government. The city manager is empowered by the West Valley City Municipal Code to "prescribe such rules and regulations by executive order as the city manager may deem necessary or expedient for the conduct of all departments, divisions, and offices; and revoke, suspend, or amend any rule or regulation by whomever prescribed." These documents were compiled and maintained by the city recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1984 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1984 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: West Valley City (Utah). City Manager

SERIES: 23287
TITLE: Executive orders

(continued)

APPRAISAL:

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

This disposition is based on the administrative, legal, and historical value of the executive orders.

RETENTION JUSTIFICATION:

PRIMARY DESIGNATION:

Public