Retention and Classification Report

Agency: West Valley City (Utah). Community & Economic Development (1351)

West Valley City Hall
3000 South Constitution Blvd.
Salt Lake City, UT 84119
801 966-3600

Records Officer: _____

27329	Administrative determination files
27516	Annexation files
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AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27329 3
TITLE: Administrative determination files
DATES: 1983-
ARRANGEMENT: Chronological by year and thereunder numerical by file number.
DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative need ends.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27329
TITLE: Administrative determination files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27516 1
TITLE: Annexation files
DATES: 1980-
ARRANGEMENT: Chronological, then by specific file number
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

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 Office permanently.

APPRAISAL:

These records have legal value(s).

Legal

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82804 3
TITLE: Board of Adjustments minutes
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82804
TITLE: Board of Adjustments minutes

(continued)

APPRAISAL:

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

This retention is based upon the administrative needs of the division and the historical value of these records.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27351 3
TITLE: Board of adjustment files
DATES: 1980-
ARRANGEMENT: Chronological within separate file types
DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

Board of adjustment files are required to be kept permanently for administrative reasons.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27351
TITLE: Board of adjustment files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82901 3
TITLE: Budget record files
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.30 cubic feet.
DESCRIPTION:

These files contain the agency copies of financial records and budget printouts. They are used for reference purposes. They include: requisitions, purchase orders, budget printouts, petty cash and backup, and monthly budget printouts. The record copy of these records are maintained by the city finance director.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Microfilm master: Retain in Archives for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs of the department. The records copy of these files are maintained by the city finance director and are kept there for 3 years.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82901
TITLE: Budget record files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 17174 3
TITLE: Building permit application files
DATES: 1978-
ARRANGEMENT: Alphanumerical by address
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document the issuance of a permit which is required for any construction within West Valley City. The files contain the permit application with the inspection report on progress of the construction with a final inspection, building plans and any related correspondence.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months 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.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 17174
TITLE: Building permit application files

(continued)

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the bureau and the historical value of the records. Building Permits are prime historical resources for the study of architectural history and should be maintained permanently. The Building plans are only reviewed by Building Inspection to guarantee structures meet local building codes. They should only be kept 90 days after the end of construction in accordance with the provisions of the Uniform Building Code.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82899 3
TITLE: Correspondence and memoranda files
DATES: 1983-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 1 year or until no longer needed for Reference and then destroy.

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

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

APPRAISAL:

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

This retention is based upon the general schedule for municipal financial records 3/15/88, page 2-3.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27514 3
TITLE: Food vending files
DATES: 2009-
ARRANGEMENT: Chronologically, then by specific application number.
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 51 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Business license registers and indexes, GRS-289.

AUTHORIZED: 08-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

These records have legal value(s).

legal

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27348 3
TITLE: General plan and zoning change files
DATES: 1984-
ARRANGEMENT: chronological within separate file types.
DESCRIPTION:

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Rezoning records, GRS-661.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

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

Paper: Retain in Office for 10 years or until Administrative needs ends and then destroy.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27348
TITLE: General plan and zoning change files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27515 3
TITLE: Noise permits
DATES: 1980-
ARRANGEMENT: Chronologically, then by specific application number
DESCRIPTION:

These are exemptions to the noise ordinance that West Valley City has granted to property owners. Items in these folders include the application for an exemption, the supporting documentation, maps, and additional property/business information, etc.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2010

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have legal value(s).

Legal
These records are being held permanently at the request of the agency. These records include documentation of an exemption to the Noise Ordinance for the Rocky Mountain Raceway. These records need to be kept permanently in case the Rocky Mountain Raceway requests a modification to this exemption 20 or 30 years from now.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27515
TITLE: Noise permits

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27349 3
TITLE: Permitted and conditional use files
DATES: 1961-
ARRANGEMENT: Numerical by file number which is also chronological
DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conditional use permit records, GRS-1044.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

Permitted use files are permanently retained for primarily administrative purposes.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27349
TITLE: Permitted and conditional use files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27352 3
TITLE: Planned unit development files
DATES: 1975-
ARRANGEMENT:
DESCRIPTION:

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

RETENTION:

Permanent. Retain for 30 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27352
TITLE: Planned unit development files

(continued)

APPRAISAL:

These records have administrative value(s).

Planned unit development files are maintained permanently, but are of primarily administrative value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 81094 3
TITLE: Planning and Zoning Commission minutes
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the minutes of regular and special meetings of the planning and zoning commission. They include a copy of the agenda, date and place of meeting, names of members in attendance and absent, summary of proceedings including discussion on applications and motions, election results of chairs and vice chairs, and names of members elected to Board of Adjustments.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

this retention is based on the administrative needs expressed by division and the historical value of these records in documenting the planning and zoning decision of the commission. This retention reflects the previous decision of the State Records

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 81094
TITLE: Planning and Zoning Commission minutes

(continued)

Committee that minutes are permanent.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82898 3
TITLE: Planning and zoning maps
DATES: [ca. 1960]-
ARRANGEMENT: Alphabetical by address
DESCRIPTION:

These are the official plans for land development in the West Valley City area. They include maps from Salt Lake County Planning & Zoning for years prior to the establishment of West Valley City. These plans fall into four categories: Master plans, site plans of projects, conditional use, and miscellaneous plans.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27350 3
TITLE: Street dedication and vacation files
DATES: 2003-
ARRANGEMENT: chronological within separate file types
DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

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

Street vacation files are maintained permanently, primarily for administrative purposes and secondarily as a historical record.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27350
TITLE: Street dedication and vacation files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27347 3
TITLE: Subdivision files
DATES: 1953-
ARRANGEMENT: Numerical by file number.
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

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

These have historical value as they document land and ordinances.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27347
TITLE: Subdivision files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27346 3
TITLE: Temporary use files
DATES: 1983-
ARRANGEMENT: Numerical by file number which is also chronological
DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Permanent. Retain for 21 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conditional use permit records, GRS-1044.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public