Retention and Classification Report

Agency: West Valley City (Utah). Public Works Department (1420)

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

Records Officer: _____

82908	Off-site permit files
82907	Public works general administrative subject files
82911	Public works maps
82912	Public works official correspondence
82909	Public works project files
82910	Subdivision project files

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82908 3
TITLE: Off-site permit files
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the issuing of permits to contractors for all off-site improvements. The files contain: a certificate of insurance; a copy of contractors license; a copy of permit issued; and a copy performance bonds of $1000.

RETENTION:

Retain for 1 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of permit and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the department.

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82907 3
TITLE: Public works general administrative subject files
DATES: 1980-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 2.20 cubic feet.
DESCRIPTION:

These are the ongoing records of the Public Works Department filed by subject categories containing everything the department handles. They are used for reference purposes. These files contain information on all public works, sanitation, street signs, city lighting, roads, semaphone, complaints, bonds, building maintenance projects, related correspondence and professional activities.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based solely on the administrative needs expressed by the department.

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82911 3
TITLE: Public works maps
DATES: 1980-
ARRANGEMENT: none
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

these are plat maps showing all city development including subdivisons and commercial development.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Error - No until Given.

APPRAISAL:

These records have administrative value(s).

this retention is based upon the administrative needs expressed by the department.

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82912 3
TITLE: Public works official correspondence
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These is a convenience file of cross-reference copies of outgoing official department correspondence. The files are only used for reference purposes. The record copy of all correspondence is filed in the appropriate project file.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based upon that administrative needs expressed by the department.

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82912
TITLE: Public works official correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82909 3
TITLE: Public works project files
DATES: 1980-
ARRANGEMENT: Numerical by project number, thereunder by address
ANNUAL ACCUMULATION: 2.20 cubic feet.
DESCRIPTION:

These are the project files for commercial and residential public works projects. They are used to ensure contractors conform to legal requirements. These files include: delay agreements; maps; off-site improvements and inspection reports; flood control agreements; and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after being 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.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department and the historical value of these records to document the development of public works projects in West Valley City.

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82909
TITLE: Public works project files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82910 3
TITLE: Subdivision project files
DATES: 1980-
ARRANGEMENT: Alphabetical by subdivision name
ANNUAL ACCUMULATION: 1.20 cubic feet.
DESCRIPTION:

These files contain information concerning the development of subdivisions with West Valley City. During completion of the subdivision, the project's developer must receive the approval, inspections, and reports for public works projects within subdivision. These files contain any or all of the following items: soil reports; inspection forms; pre-construction papers; flood control reports; maps; off-site improvement bonds; bond releases and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of project and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This retention is based upon the administrative needs expressed by the department. The legal requirements of documenting all actions in establishing municipal subdivisions. These files also

AGENCY: West Valley City (Utah). Public Works Department

SERIES: 82910
TITLE: Subdivision project files

(continued)

have historical value in documenting the municipal development.

PRIMARY DESIGNATION:

Public