

Retention and Classification Report

Agency: Sandy (Utah). Public Works Department (1635)

8775 South 700 West
Sandy, UT 84070
801 568-7100

Records Officer: _____

13234	Engineer drawings
13233	Engineers' correspondence

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13234

1

TITLE: Engineer drawings

DATES: 1978-

ARRANGEMENT: none

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

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.

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Sandy (Utah). Public Works Department

SERIES: 13233

3

TITLE: Engineers' correspondence

DATES: 1948-

ARRANGEMENT: none

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

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: Retain in Office permanently.

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PRIMARY DESIGNATION:

Public