Retention and Classification Report

Agency: St. George (Utah). Department of Public Works (2827)

175 East 200 North
St. George, UT 84770
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Records Officer: _____

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AGENCY: St. George (Utah). Department of Public Works

SERIES: 20379 3
TITLE: Abandonment files
DATES: 1960-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files document the abandonment of city easements on combined city lots. Since the city has easements for utilities on all lots, construction can not be undertaken with the abandonment of the easements. The files include the application, map of the easement abandonment, engineering/surveyor notes, legal description, 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: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after transaction and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20379
TITLE: Abandonment files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. citizen's address and telephone number

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18014 3
TITLE: Airfield inspection files
DATES: 1998-
ARRANGEMENT: Chronological
DESCRIPTION:

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Airfield inspection files, GRS-955.

AUTHORIZED: 07-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18014
TITLE: Airfield inspection files

(continued)

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18015 3
TITLE: Airport master record files
DATES: 1978, 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken. Also includes an overall master plan for future infrastructure such as roads, taxi ways, utilities, drainage, new land, lease uses, etc.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Airfield inspection files, GRS-955.

AUTHORIZED: 07-01-1989

FORMAT MANAGEMENT:

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18015
TITLE: Airport master record files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18043 1
TITLE: Backflow prevention device test reports
DATES: 1989-
ARRANGEMENT: Chronological by month and year
DESCRIPTION:

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION:

Retain for 3 year(s) after superseded

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 3 years after subsequent test and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(8)(a) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20381 3
TITLE: Capital improvement plan
DATES: ca. 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This plan is used to schedule large capital improvement projects (i.e., sewer plant) for budget year. It includes list of project requests, projects approved, and information on funding (grants, special service districts, bonds, etc.).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative and fiscal needs expressed by the department.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20381
TITLE: Capital improvement plan

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18047 1
TITLE: Construction drawings
DATES: 1945-
ARRANGEMENT: Numerical
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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18027 3
TITLE: Contracts and agreements files
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records. This includes all contracts and agreements files found in the legal office of the city.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 or contract expires and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302(1)(f) (2008)
Protected.	UCA 63G-2-305(5) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20385 3
TITLE: Disadvantaged business enterprises records
DATES: 1995-
ARRANGEMENT: Numerical by file number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records verify compliance with the Federal Aviation Administration's (FAA) Disadvantaged Business (DBE) Program in accordance with 49 CFR 23 (subpart F). Airport sponsors are required to abide by the nondiscrimination requirements of 49 CFR 23 (subpart F) in awarding and performance of concession agreements. They "shall [also]implement a disadvantaged business enterprise concession plan" which establishes annual goals in encouraging socially and economically disadvantaged businesses in bidding for concession services. The records include DBE goals, background materials, compliance reports, and related correspondence.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after revised and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative and fiscal needs expressed by the office. It also meets the Federal Aviation Regulations (FAR)158.61 (1998).

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20385
TITLE: Disadvantaged business enterprises records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18010 3
TITLE: Disaster planning files
DATES: 1992-
ARRANGEMENT: Alphabetical by location
DESCRIPTION:

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20382 3
TITLE: Impact fee files
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These reference files provide background information for the setting of impact fees to be charged when a building permit is issued. They include impact fee schedule, types of impact fees, background information to set fees, and copies of statutes governing impact fees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months and then transfer to Agency Record Center. Retain in Agency Record Center for 18 months and then destroy.

APPRAISAL:

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

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20382
TITLE: Impact fee files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20383 3
TITLE: Master plan files
DATES: 1989-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are the master plans for drainage, road construction, sewer lines, bridges, trails, etc. Some of the planned infrastructure construction will only be built when development dictates. They include studies, maps, plans, drawings, correspondence, and actual plans.

RETENTION:

Retain for 5 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20383
TITLE: Master plan files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20386 3
TITLE: Passenger facility charge
DATES: 1996-
ARRANGEMENT: Numerical by file number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files document the imposition of fees ($1, $2, or $3) on each passenger boarding at the airport. The Federal Aviation Administration (FAA) requires airports to apply for the authority to impose a passenger facility charge (PFC) and to use the PFC on an airport project (Federal Aviation Regulations (FAR) 158.23 (1998)). The airport must provide written notice to all air carriers operating at the airport, describing proposed projects to be funded by the PFC, the proposed charge, project's proposed beginning and ending schedule, and to receive their approval in accordance with FAR 158.23 (1998). The files include the application, airline approvals, general approvals, capital improvement project lists, backup information, and exhibits (pictures of needed improvements).

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: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the administrative and fiscal needs expressed by the department.

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20386
TITLE: Passenger facility charge

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18055 3
TITLE: Sewer main location maps
DATES: unknown
ARRANGEMENT: Alphabetical by location
DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines. The information dates back to the first sewer locations of all sewer lines and manholes in St. George.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer main location plats, GRS-1136.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18055
TITLE: Sewer main location maps

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 18058 1
TITLE: Special events permits
DATES: unknown
ARRANGEMENT: Chronological
DESCRIPTION:

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION:

Retain for 1 year(s)

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 event and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(d)

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20384 3
TITLE: Structure maintenance files
DATES: 1978-
ARRANGEMENT: Alphabetical by project names
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document the maintenance of various structures (e.g., bridges, washes, dams) under the jurisdiction of St. George. They include pictures, reports, and maintenance logs.

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: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Public Works

SERIES: 20380 1
TITLE: Transportation project files
DATES: 1965-
ARRANGEMENT: Numerical by file number
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document the construction of streets and roads (e.g., grading, rights-of-way). The files include maps, pay out disbursements, engineering agreements, project budget documents, cost estimates, grant documents, scope of work, studies and reports, rights-of-way, and related correspondence.

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 for 1 year after project ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on the administrative and fiscal needs expressed by the department.

PRIMARY DESIGNATION:

Public