

Retention and Classification Report

Agency: St. George (Utah). Water Department (2828)

, UT

Records Officer: _____

18046	Connection book
18048	Public utility customer application records
18052	Public utility daily field notes
18057	Water main charts and indexes

AGENCY: St. George (Utah). Water Department

SERIES: 18046

3

TITLE: Connection book

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Water Department

SERIES: 18048

1

TITLE: Public utility customer application records

DATES: 1990-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain for 3 year(s) after final action

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 account is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: St. George (Utah). Water Department

SERIES: 18052

1

TITLE: Public utility daily field notes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

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). Water Department

SERIES: 18057

3

TITLE: Water main charts and indexes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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