

## Retention and Classification Report

**Agency:** Sandy (Utah). Board of Adjustment (3052)

10000 Centennial Parkway  
Sandy, UT 84070  
801 568-7100

**Records Officer:** \_\_\_\_\_

80613	Board of Adjustment case files
28880	Minutes

**AGENCY:** Sandy (Utah). Board of Adjustment

**SERIES:** 80613

3

**TITLE:** Board of Adjustment case files

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

these files document requests for exceptions to the Sandy City Development Code and the final decision of the Board of Adjustment. The files contains an application (name, address, phone number, property address and zoning); Treasurer's receipt for filing fee; memoranda with staff recommendations and analyses; property's legal description; maps and photographs of variance subject site; list of names and addresses of property owners within 300 feet of subject property; bond estimates (Site Plan Review); copy of hearing notice; Board of Adjustment agenda; and and of minutes of Board of Adjustment meeting.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

this retention is based on the administrative needs expressed by the division. Since the minutes of the Board of Adjustment document all final decisions and are maintained permanently, these files have no further value after their administrative needs had been met.

**AGENCY:** Sandy (Utah). Board of Adjustment

**SERIES:** 80613

**TITLE:** Board of Adjustment case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Board of Adjustment

**SERIES:** 28880

3

**TITLE:** Minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of the issues discussed and the decisions made by the Board of Adjustments.

**PRIMARY DESIGNATION:**

Public