Retention and Classification Report

Agency: Clearfield (Utah). Public Works Department (3071)

55 S. State Street
Clearfield, UT 84015

Records Officer: _____

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AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23360 1
TITLE: Adopted master plans
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

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.

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23360
TITLE: Adopted master plans

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23362 1
TITLE: Aerial photographic maps
DATES: 1922-
ARRANGEMENT: Chronological by year; thereunder numerical by reference number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are large aerial photographs of the municipality. They are usually updated once every five years, and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 24317 3
TITLE: Beer license application files
DATES: 1922-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23367 3
TITLE: Board of Adjustment case files
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23366 3
TITLE: Board of Adjustment minutes and indexes
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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:

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23366
TITLE: Board of Adjustment minutes and indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10202 1
TITLE: Building permit files
DATES: 1955-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

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 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10202
TITLE: Building permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23370 1
TITLE: Building permits files
DATES: 1955-
ARRANGEMENT: Alphanumerical by address
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

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.

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23371 3
TITLE: Business license files
DATES: 1922-
ARRANGEMENT: Alphabetical by business name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23371
TITLE: Business license files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23324 1
TITLE: Community Development block grant application records
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.70 cubic feet.
DESCRIPTION:

These files document the application and completion of projects funded under Community Development Block Grant (CDBG) funds. These projects included both direct grants and regrants. These files included the initial application, and all final reports.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23368 1
TITLE: Community development block grant application records
DATES: 1994-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10210 3
TITLE: Conditional use permit files
DATES: 1979-
ARRANGEMENT: Chronological
DESCRIPTION:

These files document the application for conditional use permits. These permits allow the construction of buildings on the condition that impacts on neighborhood are mitigated. The files contain the original application, blueprint drawings, investigative reports, recommendation of planning commission, cash receipts, and related correspondence.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conditional use permit records, GRS-1044.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10210
TITLE: Conditional use permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10220 3
TITLE: Connection books
DATES: 1991-
ARRANGEMENT: Numerical by address
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, and are referred to as "the bible."

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

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 for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25780 3
TITLE: Construction reports
DATES: 1990-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Construction statistical reports, GRS-995.

AUTHORIZED: 06-01-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

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

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25780
TITLE: Construction reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25782 1
TITLE: Daycare provider list
DATES: 1999-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These files contain copies of Daycare providers licensed with the State of Utah. They are copies of documents retained strictly for reference and informational purposes which are not part of the official files.

RETENTION:

Retain until administrative need ends

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 until until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10219 1
TITLE: License registers
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

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 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25783 1
TITLE: Miscellaneous technical records
DATES: 1990-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends

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 until until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10209 3
TITLE: Planning Commission minutes
DATES: 1955-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes are of meetings and hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

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:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 10349 1
TITLE: Redevelopment certification records
DATES: 1984-
ARRANGEMENT: Numerical by area
DESCRIPTION:

These files document the approval and certification process of all official redevelopment projects. The files contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the recommendations of the planning commission; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

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 until 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.

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25315 1
TITLE: Residential building plans
DATES: 1995-
ARRANGEMENT: Alphanumerical by address
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain for 1 year(s) after end of project or program

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 completion of construction and final inspection and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25315
TITLE: Residential building plans

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(36) (2008)

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23325 1
TITLE: Rezoning records and indexes
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of public hearings, copies of ordinances and copies of city council minutes.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 25781 1
TITLE: Sales tax reports
DATES: 1998-
ARRANGEMENT: Chronological by year
DESCRIPTION:

Sales Tax distribution report containing information on businesses filing sales tax. These reports from the State contain copies of documents retained strictly for reference and informational purposes which are not part of the official files.

RETENTION:

Retain until administrative need ends

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 until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23328 3
TITLE: Sewer main location plats
DATES: 1922-
ARRANGEMENT: Numerical by reference number
ANNUAL ACCUMULATION: 0.30 cubic feet.
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.

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.

APPRAISAL:

These records have administrative value(s).

Agency will maintain these records for at least three years before destroying

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23328
TITLE: Sewer main location plats

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (11)(2008)

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23363 1
TITLE: Site review planning records
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, 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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23365 1
TITLE: Site review planning records
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, 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 permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23369 1
TITLE: Street maps
DATES: 1922-
ARRANGEMENT: Numerical by reference number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23358 1
TITLE: Subdivision review case files
DATES: 1922-
ARRANGEMENT: Alphabetical by name of subdivision
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 26529 1
TITLE: Utility billing direct pay forms
DATES: 2003-
ARRANGEMENT: Numerical by account number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These forms are used to set up a file in the computer system to allow payments to be taken automatically from a customer's bank account. The forms contain the customer's name, address, utility account number, name of the financial institution, bank account number and type of bank account.

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 authorization for direct payment is terminated and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b)

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23327 3
TITLE: Water main charts and indexes
DATES: 1922-
ARRANGEMENT: Numerical by reference number
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These maps show the locations of all water mains, valves, hydrants, and water services to property owners in a given area. They are used to help locate water mains, etc.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (11)(2008).

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23356 1
TITLE: Zoning maps
DATES: 1922-
ARRANGEMENT: Numerical by reference number
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Public Works Department

SERIES: 23351 1
TITLE: Zoning ordinances
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps... The [city commission] shall hold a public hearing on the proposed zoning ordinance... After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public