| **Addressing** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Record Title** | **Description** | **Retention** | **Classification** | **Comments** | **Schedule #** |
| Addressing Files | These are the street maintenance files for Salt Lake County. Included is subdivision information and reports generated daily, weekly, and monthly for reference purposes. | Daily, (1 month in office), Weekly, (1 month in office), Monthly, (12 months in office) | Public | (Approved by GRAMPA 10/24/2019) | AA-001 |
| Addressing Plats & Affidavits | Recorded subdivision plats and filings processed at time of recording. Maintained as reference and research material. | 20 years (20 years in office) | Public | A nontraditional size and format in binders. Will transfer 2 vol per yr (Approved by GRAMPA 10/24/2019) | AA-002 |
| Addressing Project Files | Address audit projects and address assignment files by entity. Also includes entity wide address conversion to county grid, annexations, incorporations and zip code changes. | 5 years (5 years in office) | Public | May not be transferred to RC (Approved by GRAMPA 4/18/2001) | AA-004 |
| Apartment and Mobile Home Parks (non-recorded documentation0 | Apartment and Mobile Home Trailer Parks site plans by municipalities, developers and property owners. | Permanent in office | Public | (Approved by GRAMPA 10/24/2019) | AA-005 |
| Street Naming Files | These are working files to establish an approved street name for a preliminary plat. Included are preliminary maps and street name approval letters to jurisdiction. Preliminary plats are supplied by developer and letter is written by addressing employee. | 10 years (10 years in office) | Public | May not be transferred to RC (Approved by GRAMPA 4/18/2001) | AA-003 |