

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 monthly, quarterly, and yearly for reference purposes.	Daily, (1 month in office), Weekly, (1 month in office), Monthly, (12 months in office)	Public		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	AA-002
Street Naming Files	These are the working files to establish street names. Included are preliminary maps and worksheets. Developers supply data.	10 years	Public	May not be transferred to RC	AA-003
Addressing Project Files	Address audit projects and address assignment files by entity. Also includes entity wide address conversion to county grid, annexations and incorporations.	20 years (10 years in office, 10 years in archives)	Public	Will be transferred to RC	AA-004
Apartment and Mobile Home Parks (non recorded documentation)	Apartment and Mobile Home Trailer Park Site Plans by municipalities, developers and property owners.	Permanent in office	Public		AA-005

Record Title	Description	Proposed Descripton	Retention	Proposed Retention	Classification	Comments	Schedule #
Addressing Files	These are the street maintenance files for Salt Lake County. Included is subdivision information and reports generated monthly, quarterly, and yearly for reference purposes.	These are the street maintenance files for Salt Lake County. Included is subdivision information and reports generated daily, weekly, and monthly for reference purposes.	Monthly, Yearly 10 years (5 years in office, 5 years in archives) Quarterly 5 years (5 years in office)	Daily, (1 month in office), Weekly, (1 month in office), Monthly, (12 months in office)	Public	(Approved by GRAMPA 4/18/2001)	AA-001
Addressing Plats & Affidavits	Recorded subdivision plats and filings processed at time of recording. Maintained as reference and research material.	same	20 years (10 years in office, 10 years in archives)	20 years (20 years in office)	Public	A nontraditional size and format in binders. Will transfer 2 vol per yr (Approved by GRAMPA 4/18/2001)	AA-002
Street Naming Files	These are the working files to establish street names. Included are preliminary maps and worksheets. Data is supplied by developers.	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 (10 years in office)	Public	May not be transferred to RC (Approved by GRAMPA 4/18/2001)	AA-003
Addressing Project Files	Address audit projects and address assignment files by entity. Also includes entity wide address conversion to county grid, annexations and incorporations.	Address audit projects and address assignment files by entity. Also includes entity wide address conversion to county grid, annexations, incorporations and zip code changes.	20 years (10 years in office, 10 years in archives)	5 years (5 years in office)	Public	Will be transferred to RC (Approved by GRAMPA 4/18/2001)	AA-004
Apartment and Mobile Home Parks (non recorded documentation)		Apartment and Mobile Home Trailer Park Site Plans by municipalities, developers and property owners.		Permanent in office	Public		