

## Planning & Development

Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Building & Inspection Services	Building Permit Files	These permits are issued as official building authorization for a variety of actions (construction, demolition, and installation of plumbing, electrical or mechanical equipment and the placement of barricades). They may 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.	Permanent.	Public.	Approved by GRAMPA 4/18/2013	PD-004
Building & Inspection Services	Commercial Building Plans	These are the construction drawings submitted as part of a non-residential building permit application. They are used for determining code compliance and the enforcement of building codes.	Keep for 5 years and then destroy.	Public. Plans are covered under US Code Title 17 federal copyright law and may not be copied.	Approved by GRAMPA 4/18/2013	PD-013
Building & Inspection Services	Residential Building Plans	These are the construction drawings submitted as part of a residential building permit application. They are used for determining code compliance and the enforcement of building codes.	Retain for 2 years at archives after completion of construction and final inspection and then destroy.	Public. Plans are covered under US Code title 17 federal copyright law and may not be copied.	Approved by GRAMPA 4/18/2013	PD-031
Business License	Business License File and Supporting Documentation	This is a record of all business licenses issued by the county. (UCA 17-53.216(2000)) The Business License application and form contain information regarding the business name, owner, contact information as needed and may include: EIN, Sales Tax Numbers, Articles of Incorporation, any county and state agency review responses, etc.  If the application is approved a business license is issued.  Revoked license file may contain a revocation letter, audio and supporting documents needed for a hearing.	Permanent.  Active Business Licenses are maintained within the Division Library.  Inactive and Denied Business License are transferred to Archives on the third year.	Primary Classification: Public.  Secondary Classification: Protected UCA 63G-2-305(2)	Approved by GRAMPA 4/18/2013	PD-019
Code Enforcement (Building and Planning)	Case Files	These files document violations of county zoning regulations, including weeds, and violations of the building code which require separate investigation (most are resolved during inspections conducted as part of the construction of the building).  The files may contain: The property owner's contact information, Final Letter, Photos or Digital Images, Staff Report, hearing minutes.	Retain for 5 years after the case is resolved or when a change of ownership occurs, and then destroy.  Note: Because part of the intent of the retention schedule is to "expunge" the record when the violation has been resolved it is important that both the hard copy file and the digital file are destroyed/deleted. (There can be no recurrence of the violation within the 5 years). A log of all files should be maintained for record keeping purposes.	Primary Classification Public  Secondary Protected. 63G-2-303; 63G-2-304; 63G305(09)(10)(16)	Approved by GRAMPA 4/18/2013	PD-034
Fiscal	Bond Files	Established by Salt Lake County Code Title 3 Revenue and Finance Chapter 3.56, these bonds are primarily for off-site improvements (curb, gutter, sidewalk etc.) or for landscaping, and are used to guarantee that the installation of these improvements meets county standards. The bonds are usually kept for one or two years and then are released back to the applicant or the county takes the funds to install the improvements.  These files may include authorizations, supporting	Keep for 5 years after the release date then destroy.	Protected UCA 63G-2-305 (8)(9)(10)	Approved by GRAMPA 4/18/2013	PD-018

## Planning & Development

Section	Record Title	Description	Retention	Classification	Comments	Schedule #
		financial data, letters of escrow, transmittal letters, acceptance letters, general correspondence, inspection reports and bond release forms.				
Planning	Aerial Photographic Maps	These are large aerial photographs of the county. They are used for informational purposes. The photographs are taken periodically to illustrate changes in development. They usually originate from the surveyor's office.	Permanent. May be transferred to the County Archives.	Public	Approved by GRAMPA 4/18/2013	PD-016
Planning	Board of Adjustment Files	These files document the applications brought before the Board of Adjustment. They may include the following: Application, Staff Report, Final Letter, Site Plan, Building Elevations, Building Floor Plan, Location Map or Plat, Photos, Digital Images or Renderings, a copy of the Abstract of Decision (the original is recorded with the property information kept in the Salt Lake County Recorder's office).	Keep for 5 Years then destroy as the final approval is recorded as part of the deed.  Note: Because the final decision (if approved) is recorded with the property deed it is not necessary to maintain the file permanently. Applications which are denied have no effect on the property and therefore they do not need to be maintained permanently.	Public	Approved by GRAMPA 4/18/2013	PD-017
Planning	General Plans (Master Plans)	These are comprehensive plans for county development. The plans serve as a guide for decision making on re-zoning and other planning proposals and as the goals and policies of those attempting to guide land use development in the unincorporated areas of the county.	Permanent  On File in Division Library or transferred to archives.	Public	Approved by GRAMPA 4/18/2013	PD-021
Planning	Home Occupations	These are requests to allow a business within a Residential Dwelling  The file may include: Final Letter, Site Plan, Building Elevations, Building Floor Plans, Location Map or Plat, Photos, Digital Images or Renderings, Staff Report.	Keep for 5 years after the business is closed then destroy  (Note a log of these businesses (for archival purposes) is not required as each of these businesses would require a business license and therefore would be part of that log).	Public	Approved by GRAMPA 4/18/2013	PD-022
Planning	Land Use Files  Conditional Use, Permitted Use and other miscellaneous planning file types. (Does not include re-zone files)	These files document applications for land use development. They may include: Application, Final Letter, Site Plan, Building Elevations, Building Floor Plans, Fault Study, Grading/Drainage Plan, Landscape Plan, Liquefaction Study, Location Map or Plat, Photos, Digital Images or Renderings, Soils Reports, Staff Reports, Waivers or Modifications.	Applications which were approved: Permanent.  May be transferred to the Archives after 5 years  Applications which were denied, withdrawn etc. (anything other than approved). Keep for 5 years then destroy. Unless they provide information for an ongoing Case File. Then keep until the Case File is closed.	Primary Classification Public  Secondary Protected. 63G-2-305 (10)	Approved by GRAMPA 4/18/2013	PD-020
Planning	Land Use Ordinances	Standards of development within the unincorporated county.	Permanent.  May be transferred to the County Archives.	Primary Classification Public  Secondary Protected. 63G-2-305 (2)(9)(10)	Approved by GRAMPA 4/18/2013	PD-023
Planning	Public Meeting Minutes: Planning Commissions, Board of Adjustment etc.	These are the written summary of a meeting and may include audio or video documentation of meetings and hearings held by the planning commission(s), board of adjustment or other public body.	Permanent.  May be transferred to archives.  Audio, digital or video records are kept for 5 years and then destroyed.	Public	Approved by GRAMPA 4/18/2013	PD-027
Planning	Re-zone Files	These files document applications to re-zone property from one zone designation to another. They may include:	Permanent. May be transferred to the Archives after 5 years.	Public	Approved by GRAMPA	PD-032

## Planning & Development

Section	Record Title	Description	Retention	Classification	Comments	Schedule #
		<p>Application, Final Letter, Site Plan, Location Map or Plat, Photos, Digital Images or Renderings, Staff Report.</p> <p>Note: For Re-Zoning files the Council Clerk retains the final approval (Ordinance), the results are also documented on a zoning map.</p>			4/18/2013	
Planning	Subdivision Files	<p>These files document subdivision applications submitted for review and approval. They may include: Application, Final Letter, Site Plan, Building Floor Plan, Fault Study, Grading / Drainage Plans, Landscape Plan, Location Map or Plat, Photos, Digital Images or Renderings, Soils Report, Staff Report, Waivers or Modifications etc.</p> <p>Note: Approved Subdivisions are recorded and a copy is kept in the Recorder's Office.</p>	<p>Keep RECORDED, denied, withdrawn or expired subdivision application files for 5 years. Then destroy.</p> <p>Keep NON-REGULAR (non-recorded) subdivision files permanently as this would be the only record of these subdivisions.</p> <p>Note: Urban Hydrology information which has been kept within a subdivision file should be extracted from the file and kept separately, This information should be kept permanently either in a file or on a map.</p>	<p>Primary Classification Public</p> <p>Secondary Protected. 63G-2-305 (9)(10)</p>	Approved by GRAMPA 4/18/2013	PD-033
Planning	Zoning Maps	<p>These maps show zone boundaries within the county. These maps are used for reference purposes and are frequently updated.</p>	<p>Permanent.</p> <p>A printed map may be transferred to the Archives after 5 years.</p>	Public	Approved by GRAMPA 4/18/2013	PD-035