Addressing					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Addressing Mainframe Reports	These are Mainframe reports generated daily, weekly, and monthly to maintain data accuracy. Data may include protected private addresses	Daily, (1 month in office), Weekly, (1 month in office), Monthly, (12 months in office)	Primary Classification: Public Secondary Classification: Private Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	AA-001
Private Address Reports	These are Mainframe reports generated when an address is added or removed from private status. VAST0324, VASTF122, VASTB940	Digital format (6 months)	Private	Utah Code Ann. 63G-2-303 and 53-18-103 (Approved by RIM 10/14/26)	AA-022
Addressing Plat and address change documents	Copies of recorded documentation processed for address collection and updates. Maintained as reference and research material. Data may include protected private addresses.	Permanent, digital format	Primary Classification: Public Secondary Classification: Private Utah Code Ann. 63G-2-303 and 53-18-103	A nontraditional size and format in binders. Will transfer 2 vol per yr (Approved by RIM 10/14/26)	AA-002
Apartment and Mobile Home Parks (non-recorded documentation0	Apartment and Mobile Home Trailer Park Site Plans from municipalities, developers and property owners. Data may include protected private addresses.	Permanent in office	Primary Classification: Public Secondary Classification: Private Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	AA-005
Street Approval Documents	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, digital format	Public	May not be transferred to RC (Approved by RIM 10/14/26)	AA-003
Salt Lake County Addressing Conversions to County Grid	Conversions to county grid by Salt Lake County Addressing. Includes Emigration, Little Cottonwood Canyon, Big Cottonwood Canyon, Southwest (Hi-Country Estates), Copperton, Mount Aire. Data may include protected private addresses.	Permanent in office	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	AA-004
Midvale Address Conversion	Midvale city conversion to county grid. Data may include protected private addresses.	Permanent in office	Primary Classification: Public	(Approved by RIM 10/14/26)	AA-009

Addressing					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
			Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103		
Addressing Audit Reports	Internal reports to ensure data accuracy. Primary Summarization, City Mismatch, Centerline Audit, Street Range Overlap, Validation, Alias Table Audit, Expired Address Audit, Link List Audit, Primary Address Audit, Zip Code Mismatch. Data may include protected private addresses	2 Months, digital	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	AA-010
Maintenance File Database	Text files/database files used to maintain address data. VAST1210, Recorder New Parcels, weekly working obsolete file. Data may include protected private addresses.	2 Months, digital	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	AA-011
Parcel www	Weekly parcel changes - data sent from Recorder' Office.	3 years	Primary Classification: Public	(Approved by RIM 10/14/26)	AA-012
Obsolete Address Parcel IDs	Obsolete address is when the address remains the same, parcel number has change due to legal description change. Dataset is maintain for yearly taxable parcels. Data may include protected private addresses.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-013
Expired Addresses ID	Expired address the parcel number remains the same, but address has changed, due to a recorded document. Data may include protected private addresses.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-014
Streets File Centerline	GIS linear feature class used to validate address data. Primary street file maintained.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public	Maintained per Ordinance 2.49.040. Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-015

Addressing					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Monthly Snapshot Streets File Centerline	This is a snapshot used to create a monthly text file for website purposes	Maintain for 1 year	Public	Data Format: Addressing I drive (Approved by RIM 10/14/26)	AA-016
Building Permits, Business Licenses, Affidavits	Address data from building permits, business licenses or address change documents. Each separate dataset provides specific information for addressing office research. Data may include protected private addresses.	Maintain indefinitely, with yearly snapshot replacing prior year snapshot	Primary Classification: Public Secondary Classification: Private Utah Code Ann. 63G-2-303 and 53-18-103	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-017
Zip Code, Intersection Coordinates, Address Grid	Zip code is a polygon boundary representing assigned zip code by USPS. Intersections are a coordinate point at intersecting streets. Address Grid a line feature delineating existing address block.	Maintain indefinitely, with yearly snapshot keeping 5 years	Public	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-018
Addressing Street Naming data sets	These are working files used for street name approval process. Street Alias, StreetsName_Pending, StreetsStreet Name_Source_vw, StreetsName_STAA, StreetsName_STEI, StreetsName_Unique_vw	Maintain indefinitely	Public	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-019
Municipalities ESN	Polygon feature class that's used to populate ESN, city jurisdiction code, zip code, and zip jurisdiction fields for the Street File Centerline. Additionally used for the address point data for city field.	Maintain indefinitely, with yearly snapshot replacing prior year snap shot	Public	Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	AA-020
Addressing Conversion to County Grid	These are internal working files used to complete conversion to county grid for Emigration Canyon, Big Cottonwood Canyon, Hi-Country Estates, and Copperton. Data may include protected private addresses.	Maintain indefinitely	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	Data Format: Enterprise Geodatabase	AA-021
Addressing internal files	These internal working file include the following: Address Point Comments, Street Comments, RedBooks Addresses, and Utility Addresses. Data may include protected private addresses.	Maintain indefinitely	Primary Classification: Public Secondary Classification: Private	Data Format: Enterprise Geodatabase	GIS-005

Addressing					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
			Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	
State roads files	Line feature of state roads that include true names and aliases of state roads. Separate point feature of mile post markers, distances, etc. Both files are derived from UDOT information.	Maintain yearly snapshot that will replace previous year.	Public	(Approved by RIM 10/14/26)	GIS-007
Address Points	Assigns a unique ID number to each address and relates to the parcel number. Data includes protected private addresses with an identifying marker in a field.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	Maintained per Ordinance 2.49.040. Data Format: Enterprise Geodatabase (Approved by RIM 10/14/26)	GIS-025
Obsolete Address Parcel IDs	Obsolete address is when the address remains the same, parcel number has change due to legal description change. Dataset is maintain for yearly taxable parcels. Data may include protected private addresses	Maintain indefinitely, with yearly snapshot	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26)	GIS-026
Expired Addresses ID	Expired address the parcel number remains the same, but address has changed, due to a recorded document. Data may include protected private addresses.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public Secondary Classification Private: Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26) Data Format: Enterprise Geodatabase	GIS-027
Streets File Centerline	GIS linear feature class used to validate address data. Primary street file maintained.	Maintain indefinitely, with yearly snapshot	Primary Classification: Public	(Approved by RIM 10/14/26) Data Format: Enterprise Geodatabase	GIS-028
Building Permits, Business Licenses, Affidavits	Address data from building permits, business licenses or address change documents. Each separate dataset provides specific information for addressing office research. Data may include protected private addresses.	Maintain indefinitely, with yearly snapshot replacing prior year snapshot	Primary Classification: Public Secondary Classification: Private Utah Code Ann. 63G-2-303 and 53-18-103	(Approved by RIM 10/14/26) Data Format: Enterprise Geodatabase	GIS-029

Addressing					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Zip Code, Intersection Coordinates, Address Grid	Zip code is a polygon boundary representing assigned zip code by USPS. Intersections are a coordinate point at intersecting streets. Address Grid a line feature delineating existing address block.	Maintain indefinitely, with yearly snapshot keeping 5 years	Public	Data Format: Enterprise Geodatabase	GIS-030
Addressing Street Naming data sets	These are working files use for street name approval process. Street Alias, StreetsName_Pending, StreetsStreet Name_Source_vw, StreetsName_STAA, StreetsName_STEI, StreetsName_Unique_vw	Maintain indefinitely	Public	Data Format: Enterprise Geodatabase	GIS-031
MunicipalitiesESN	Polygon feature class that's used to populate ESN , city jur code, zip code, and zip jurisdiction fields for the Street File Centerline. Additionally used for the address point data for city field.	Maintain indefinitely, with yearly snapshot replacing prior year snapshot	Public	Enterprise Geodatabase	GIS-032
Addressing Conversion to County Grid	These are internal working files used to complete conversion to county grid for Emigration Canyon, Big Cottonwood Canyon, Hi-Country Estates, and Copperton. Data may include protected private addresses.	Permanent, Maintain indefinitely	Primary: Public Secondary: Protected UCA 63G-2-305(51)	Enterprise Geodatabase	GIS-033