

GIS

Office/Dept/Div	Record Title	Description	Retention	Classification	Data Format	Comments	Schedule #
		Geographical Information System (GIS) is used to capture, store, analyze, manage, and present data using mapping software. Multiple county offices and agencies provide content and use mapping applications to create geospatial datasets.					
Addressing	Address ID Points	Assigns a unique ID number to each address and relates to the parcel number.	Maintain indefinitely	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-025
Addressing	Addressing internal files	These internal working files include the following files: obsolete addresses, subdivision addresses, multiple residential addresses, historical addresses, Emigration Canyon addresses, business multiple addresses, building permit addresses, Big Cottonwood addresses, Affidavit addresses, street maintenance reports, overlap range edit reports, city mis match reports, intersection coordinates, coordinate addresses, address grid, building permits, business address, historical address, multi sub-addresses, and subdivision addresses. They may include parcel number information, development names for sites, old addresses, map information, residential and commercial information, building permit information, unique street names, spatial data regarding tax districts, intersection and street sign information, coordinate addresses, zip code layer, and any other information relative to assigning and maintaining addressing data.	Maintain indefinitely.	Public	SDE	Update when changes occur (Approved by GRAMPA 7/28/2011).	GIS-005
Addressing	Master Address Table	Created to consolidate sub-address information from multiple free-standing tables of addressing data. Used to create an address locator and point feature for locating and viewing sub-address information.	Permanent. Maintain yearly snapshot.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-006
Addressing	Multi-address file	Point feature created from the multiple address residential table.	Maintain indefinitely.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-008
Addressing	State roads files	These are in progress reports that include line features of state roads that include true names and aliases of state roads. Includes point features of mile post markers, distances, etc. Both files are derived from UDOT information.	Maintain yearly snapshot that will replace previous year.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-007
Assessor	Working datasets	These are internal working files created to show parcel information that include commercial neighborhoods, residential neighborhoods, commercial and condo appraisals, tax districts, tax entities, parcel characteristics, characteristics for newly created parcels, and service districts.	Maintain indefinitely; update as needed, weekly or yearly based on dataset.	Public Secondary: Exempt. MLS Sales data used is not a record under GRAMA. UCA 63G-2-103 (22)(b)(iv)	SDE	Includes files comm_nbhd, res_nghd, nbhd_group, Tax_districts, Annex_entities, parcels, precels and service feature datasets. (Approved by GRAMPA 7/28/2011)	GIS-009
Clerk	City Council	Represents city council boundaries in Salt Lake County. Updated yearly or when city boundaries are changed through annexations etc..	Permanent. Maintain 10 year snapshot after updates.	Public	SDE, maintained in ArcMap	Receive verification from cities before finalized. (Approved by GRAMPA 7/28/2011)	GIS-023
Clerk	Legislative Districts	Represents county wide legislative districts for US House of Representatives (Congress), US Senate, Utah House of Representatives and Utah Senate. Boundaries are drawn after census every 10 years	Permanent. Maintain 10 year snapshot after updates.	Public	SDE	Utah legislature creates data at state level. (Approved by GRAMPA 7/28/2011)	GIS-024
Clerk	Precincts	Represents voting precinct boundaries within Salt Lake County. Boundaries may be updated yearly.	State law sets 22 months. Do yearly snapshot and maintain for 10 years.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-021

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Clerk	School Districts	Represents local school districts and school board boundaries within Salt Lake County. Updated when change to school boards are made, usually every 10 years.	Permanent. Maintain 10 year snapshot after updates.	Public	SDE, maintained in ArcMap	(Approved by GRAMPA 7/28/2011)	GIS-022
Planning & Development	Community Councils	Represents the Community Councils District Boundaries within Salt Lake County. This file is constantly updated.	Maintain indefinitely.	Public	SDE	Snapshots should be done at year end, by statute or by use of the data. (Approved by GRAMPA 7/28/2011)	GIS-001
Planning & Development	County Cooperative Plan	This file is a detailed land use analysis that is done countywide. It is a working document. Changes and updates are done based on current issues and needs.	Maintain indefinitely.	Public	File is a geodatabase feature class	Do a snapshot when the data changes. (Approved by GRAMPA 7/28/2011)	GIS-004
Planning & Development	Townships	Represents the township boundaries within Salt Lake County. Boundaries may be updated/changed every 10 years.	Permanent. Maintain 10 year snapshot after updates.	Public	SDE	Snapshots should be done when changes occur, every 10 years. (Approved by GRAMPA 7/28/2011)	GIS-002
Planning & Development	Zoning	This data represents zoning within unincorporated Salt Lake County.	Permanent. Maintain yearly snapshot.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-003
PW-Engineering-Flood Control	Water Quality Program datasets	These datasets include general land uses in the County; land ownership along waterways; land ownership countywide; land ownership for recreation and conservation; existing land use data from 2000 and projected future land use data for 2030.	Permanent. Maintain snapshot every 5 years.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-010
PW-Operations	Roads	These files contain the roads database (mainframe application); 25 years of historical road data; and pavement management.	Maintain indefinitely; do snapshots at end of projects.	Public	Mainframe; shp files	2 sets of maps are created yearly; Road Maintenance and Road Projects-Planned and what was done. Inventory lists are restricted to viewing only. (Approved by GRAMPA 7/28/2011)	GIS-014
PW-Operations	Signs	These files are a street and traffic sign inventory currently maintained in a cartographic system; not yet in GIS.	Maintain for the life of the signs.	Public	CarteGraph system	Retention is a federal requirement. Inventory lists are restricted to viewing only. (Approved by GRAMPA 7/28/2011)	GIS-016
PW-Operations	Traffic Signals	Documentation required to provide inventory and maintenance information for traffic signals.	Maintain for the life of the signals.	Protected UCA 63G-2-305(11)	Maintained in ArcMap.	Contains fiber optics data which can't be separated out of the database; is a security issue. (Approved by GRAMPA 7/28/2011)	GIS-015
PW-Operations	Weed files	These files document weed inventory and maintenance, including weed updates.	Permanent. Do yearly snapshot.	Public	Shp files and aerials.	Some info derived from state agriculture database. (Approved by GRAMPA 7/28/2011)	GIS-017
PW-Sanitation	Routes datasets	These working files document sanitation routes and include the following types of information: residents that needs assistance; gate codes and driver information; heavy and light season routes; re-routing information; recycling; cleanup program information; private lanes; customer information; and street coordinates. Maps, such as cleanups done in Magna, are created once and saved as pdfs for periodic use.	Maintain indefinitely. Layers are replaced yearly.	Public	Shp files	(Approved by GRAMPA 7/28/2011)	GIS-020
Recorder	Prelimsearch	Prelimsearch and Prelim_ADRM are both files with parcel and	Permanent. Do	Primary: Public	Polygon shp	Owner name is restricted.	GIS-018

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	files	assessment information. They are updated daily.	end of year snapshot.	Secondary: Protected UCA 63G-2-305(51)	file	(Approved by GRAMPA 7/28/2011)	
Recorder	Working datasets	These working files include data such as boundary lines, parcel numbers, section lines, township and survey attributes, data used for map creation and other elements needed for report creation. They are updated daily from recorded documents or on as as-needed basis.	Maintain indefinitely.	Protected UCA 63G-2-305(51)	Polygon shp files and tables	These files are used internally by the Recorder or for use within Salt Lake County (Approved by GRAMPA 7/28/2011) only.	GIS-019
Surveyor	Centerline	Street centerline data for Salt Lake County. Includes centerline edits and annotations.	Permanent. Do yearly snapshot; maintain for 10 years.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-011
Surveyor	City Boundaries	Dataset that provides city boundary information	Permanent. Do yearly snapshot; maintain for 10 years.	Public	SDE	(Approved by GRAMPA 7/28/2011)	GIS-012
Surveyor	Working datasets	These are internal working files containing map grid information (sections, townships, etc); railroads, county-owned facilities, aerial photos, contour drawings and survey boundaries.	Maintain indefinitely	Public Secondary: Protected UCA 63G-2-305(9)		Protected datasets includes grids, aerials, contours requested by other entities; they own the data. (Approved by GRAMPA 7/28/2011)	GIS-013