



Salt Lake County
records management
& **ARCHIVES**

**Salt Lake County (Utah). Mayor's Office.
Mayor Nancy Workman's Administrative Records,
2001-2004**

Series # AD-006

Processed by: K. Krattley
Date Completed: 2005

Salt Lake County Records Management & Archives
4505 South 5600 West
West Valley City, Utah 84120
E-mail: archives@slco.org

Salt Lake County (Utah). Mayor. Mayor Nancy Workman's Administrative Records. Series #AD-006.

Overview of Records

Creator:	Mayor's Office
Title:	Mayor Nancy Workman's Administrative Records
Dates:	2000-2004; bulk 2001-2004
Series Number:	AD-006
Quantity:	14 cubic ft., plus one manuscript box and one wrapped award.
Arrangement:	Alphabetical by topic.
Abstract:	This series includes the administrative records of Mayor Nancy Workman.

Administrative Information

Access Restrictions:	This series may contain restricted information. Staff must review before allowing any access to this series.
Use Restrictions:	None
Preferred Citation:	Box number, Folder number; Mayor Nancy Workman's Administrative Records; Salt Lake County Mayor's Office; Salt Lake County Records Management & Archives, West Valley City, Utah.
Provenance:	Transferred to the Records Center by Mayor's administrative staff, 2005.
Related Records:	Deputy Mayor Alan Dayton's Administrative Records

History Note

The government of Salt Lake County is unique in that it has a partisan county mayor. Prior to 2001, the County Commission (comprised of 3 commissioners) served as the governing body that organized and maintained county services and that managed all county business and property.

In January of 2001 a new form of government, including a mayor and council, replaced the commission. Mayor Nancy Workman's administration governed from January 2001 to December 2004. During that time, Workman was mayor from January 2001 to September 2004. In September 2004, Nancy Workman was placed on paid administrative leave and the deputy mayor, Alan Dayton, was sworn in as acting mayor. Deputy Mayor Alan Dayton served as Acting Mayor until December 2004.

Overview of the Mayor's office:

The County Executive, called the Mayor, is elected at large and for a four-year term in partisan

Salt Lake County (Utah). Mayor. Mayor Nancy Workman's Administrative Records. Series #AD-006.

elections.

Duties of the Mayor:

- The direction and management of executive branch departments, including Public Works, Human Services, and Community and Support Services, but not including the executive activities of the independent elected officials.
- Carrying out and enforcing the programs and policies established by the Council.
- Enforcing the regulations, policies, and procedures of the County.
- Faithfully executing the laws and ordinances of the County.
- Assigning employees and work in the executive branch.
- Appointing persons to serve on commissions and boards, with advice and consent.
- Controlling County assets, funds, and property; preparing and presenting a budget to the Council.
- Reviewing County books, accounts, and funds necessary to the executive function.
- Negotiating and executing contracts.
- Considering and adopting long-range planning.

Acting as intergovernmental relations liaison, exercising power of veto and line item veto, and attending and participating in Council meetings.

Scope and Content Note

This series includes the administrative records of Mayor Nancy Workman. Mayor Workman was the first Mayor of Salt Lake County, in the County's new form of government. Mayor Workman was placed on administrative leave towards the end of her first and only term, and the Mayor's duties were assumed by the Deputy Mayor.

Administrative records include: working documents and other supporting documentation used by the mayor to conduct the business of the County, general correspondence, constituent correspondence, documented travel, appointment books, photograph albums, portraits of the Mayor, and awards given to the Mayor during her administration.

Major issues that were addressed by Workman's administration and may be represented within this series include: the 2002 Olympics.

This finding aid is preliminary, and serves as a general series description until staff can fully process this series.

A box listing (available in the Archives Reading Room) was created by the Mayor's administrative staff, and can be used for access.

Note: Records related to one topic may be found under several different topical headings. A search of multiple file folders with potentially related topical headings might be required to locate all documents related to a single topic.