Retention and Classification Report

Agency: Corinne (Utah) (222)

2420 North 4000 West
P.O. Box 118
Corinne, UT 84307
435 744-5566

Records Officer: _____

22337	Audit reports
21853	City map
22379	City ordinances
03659	Council minutes

AGENCY: Corinne (Utah)

SERIES: 22337 3
TITLE: Audit reports
DATES: 1953-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Corinne (Utah)

SERIES: 22337
TITLE: Audit reports

(continued)

authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Corinne (Utah)

SERIES: 21853 3
TITLE: City map
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

This series has maps of the city of Corinne, Box Elder County, Utah.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Although undated, these records may have research value in reflecting borders and geography of the City of Corinne.

PRIMARY DESIGNATION:

Public

AGENCY: Corinne (Utah)

SERIES: 22379 1
TITLE: City ordinances
DATES: 1898-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

AGENCY: Corinne (Utah)

SERIES: 22379
TITLE: City ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Corinne (Utah)

SERIES: 3659 4
TITLE: Council minutes
DATES: 1870-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The Corinne City Council Minute books are the official records of city council meetings. The city council normally met on the first Mondays of April, June, August, October, and December but council members also scheduled other meetings as needed. The City Recorder entered the minutes which are usually followed by the recorder's signature and also the Mayor's signature after each entry. Typical entries contain information about budgeting, finance, city ordinances, business and professional licensing procedures, police activities, and improvements in public services such as street repairs. "Rules and Order of Business- Standing Rules of the City Council of Corinne City- Meetings of the Council" outline the powers of the mayor and the recorder; rules for filing petitions and ordinances; and procedures for City Council meetings (March 14, 1870).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Corinne (Utah)

SERIES: 3659
TITLE: Council minutes

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APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)