Retention and Classification Report

Agency: Escalante (Utah) (362)

PO Box 189
56 North 100 West
Escalante, UT 84726
435-826-4644

Records Officer: _____

24356	Audit reports
24355	Council minutes
24381	Planning and zoning minutes

AGENCY: Escalante (Utah)

SERIES: 24356 3
TITLE: Audit reports
DATES: 1986-
ARRANGEMENT: Chronological
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:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Escalante (Utah)

SERIES: 24356
TITLE: Audit reports

(continued)

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

AGENCY: Escalante (Utah)

SERIES: 24355 3
TITLE: Council minutes
DATES: 1940-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 Office permanently after being microfilmed.

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

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

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Escalante (Utah)

SERIES: 24355
TITLE: Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Escalante (Utah)

SERIES: 24381 3
TITLE: Planning and zoning minutes
DATES: 1988; 1995-
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Escalante (Utah)

SERIES: 24381
TITLE: Planning and zoning minutes

(continued)

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Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public