Retention and Classification Report

Agency: Fairview (Utah) (372)

City Hall
85 South State, P.O. Box 97
Fairview, UT 84629
435-427-3858

Records Officer: _____

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26475	City histories

AGENCY: Fairview (Utah)

SERIES: 26468 3
TITLE: Audit reports
DATES: 1955-
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:

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 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.

AGENCY: Fairview (Utah)

SERIES: 26468
TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

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: Fairview (Utah)

SERIES: 26466 3
TITLE: Cemetery records
DATES: 1860-
ARRANGEMENT: alphabetical by name
DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

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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AGENCY: Fairview (Utah)

SERIES: 26466
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 4956 4

TITLE: City Council minutes

DATES: i 1893-

ARRANGEMENT: Chronological according to date of entry

DESCRIPTION:

The city and town council minute book was created as the official record of the city council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

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:

Microfilm duplicate: For records beginning in 1893 through 1908. Retain in State Archives permanently.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records document the history of board and council actions. They contain minutes of open committee and council meetings as required by UCA 52-4-203(9). Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Fairview (Utah)

SERIES: 4956
TITLE: City Council minutes

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Fairview (Utah)

SERIES: 26475 3
TITLE: City histories
DATES: 1991-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

These records have historical value(s).

AGENCY: Fairview (Utah)

SERIES: 26475
TITLE: City histories

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26472 1
TITLE: City ordinances
DATES: 1985-
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:

Permanent. Retain until administrative need ends

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

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

AGENCY: Fairview (Utah)

SERIES: 26472
TITLE: City ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26467 3
TITLE: Council minutes
DATES: 1895-
ARRANGEMENT: Chronological by year
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:

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AUTHORIZED: 10-28-2020

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AGENCY: Fairview (Utah)

SERIES: 26467
TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26474 1
TITLE: General plan
DATES: 2001-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

RETENTION:

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AGENCY: Fairview (Utah)

SERIES: 26474
TITLE: General plan

(continued)

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26469 3
TITLE: Planning commission minutes
DATES: 1994-
ARRANGEMENT: Chronological by year
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:

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RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Fairview (Utah)

SERIES: 26469
TITLE: Planning commission minutes

(continued)

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26473 1
TITLE: Resolutions
DATES: 2003-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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APPRAISAL:

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

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Fairview (Utah)

SERIES: 26473
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Fairview (Utah)

SERIES: 26471 1
TITLE: Zoning ordinances
DATES: 1980-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION:

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AGENCY: Fairview (Utah)

SERIES: 26471
TITLE: Zoning ordinances

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public