Retention and Classification Report

Agency: Gunnison (Utah) (441)

Gunnison City Hall
38 West Center Street, P.O. Box 790
Gunnison, UT 84634
435-528-7969

Records Officer: _____

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AGENCY: Gunnison (Utah)

SERIES: 26396 3
TITLE: Audit reports
DATES: 1932-
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: Gunnison (Utah)

SERIES: 26396
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 UCA 51-2-3(3) (2008)

AGENCY: Gunnison (Utah)

SERIES: 26393 3
TITLE: Cemetery records
DATES: 1889-
ARRANGEMENT: Alphabetical by surname; sexton's records are chronological.
DESCRIPTION:

These books contain information on persons buried in the cemetery. Some books include plot, lot, grave location, and lot ownership record. Other books include information on persons date and place of birth, death date and place, cause of death, martial status, religious affiliation, and the name of parents.

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

These records have historical, legal and administrative value as documentation of burial of individuals along with ownership of cemetery lots.

AGENCY: Gunnison (Utah)

SERIES: 26393
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 26395 3
TITLE: Council minutes
DATES: 1894-
ARRANGEMENT: Chronological by date.
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.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Gunnison (Utah)

SERIES: 26395
TITLE: Council minutes

(continued)

APPRAISAL:

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

These records have permanent historical value as documentation of the actions of the governing body of Gunnison City.

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 29278 1
TITLE: General plan
DATES: 2010-
ARRANGEMENT: none
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; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). 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 c 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" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

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.

AGENCY: Gunnison (Utah)

SERIES: 29278
TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Gunnison (Utah)

SERIES: 10926 1
TITLE: Interment/disinterment cemetery master list
DATES: 1894-
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot and pertinent information on removal (if applicable).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

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

These records have historical, legal and administrative value as documentation of burial of individuals along with ownership and perpetual care of cemetery lots.

AGENCY: Gunnison (Utah)

SERIES: 10926
TITLE: Interment/disinterment cemetery master list

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 10928 1
TITLE: Ordinances
DATES: 1978-
ARRANGEMENT: Numerical
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 714. An ordinance includes the title, preamble, an ordaining clause, 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:

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APPRAISAL:

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

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

AGENCY: Gunnison (Utah)

SERIES: 10928
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 26392 1
TITLE: Ordinances
DATES: 1884-
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:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

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

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

AGENCY: Gunnison (Utah)

SERIES: 26392
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 26391 1
TITLE: Resolutions
DATES: 1985-
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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RETENTION AND DISPOSITION AUTHORIZATION:

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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: Gunnison (Utah)

SERIES: 26391
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gunnison (Utah)

SERIES: 26390 3
TITLE: Zoning and planning minutes
DATES: 1988-
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:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Gunnison (Utah)

SERIES: 26390
TITLE: Zoning and planning minutes

(continued)

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public