

Retention and Classification Report

Agency: Marysvale (Utah) (622)

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Records Officer: _____

23948	Annual audits
23949	Council minutes

AGENCY: Marysvale (Utah)

SERIES: 23948

3

TITLE: Annual audits

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Marysvale (Utah)

SERIES: 23948

TITLE: Annual audits

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Marysville (Utah)

SERIES: 23949

4

TITLE: Council minutes

DATES: 1943-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The town board consists of a president (mayor) and four board members who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Minutes of the Marysville town board summarize the discussions of the town board at monthly and special board meetings. Each set of minutes includes the date and time of the meeting, names those present, and indicates the outcome of votes taken on all issues. The Marysville town board minutes also itemize all bills approved by the board for payment. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Marysvale (Utah)

SERIES: 23949

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

Town board minutes provide valuable information about the history and community government of Marysvale.

PRIMARY DESIGNATION:

Public