

Retention and Classification Report

Agency: Minersville (Utah) (650)

Box 159
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Minersville, UT 84752
435-386-2242

Records Officer: _____

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AGENCY: Minersville (Utah)

SERIES: 15159

1

TITLE: Annexation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by city council (UCA 10-2-401 to 424).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15145

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15147

3

TITLE: Audit reports

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal 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.

AGENCY: Minersville (Utah)

SERIES: 15147

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15143

3

TITLE: Bond issue files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the implementation of municipal bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15156

1

TITLE: Building permit files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

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.

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15158

3

TITLE: Burial rights registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 28289

3

TITLE: Cemetery perpetual care card file

DATES: ca. 1982-

ARRANGEMENT: Alphabetical by name of deceased.

DESCRIPTION:

This series contains 3" x 5" index cards used to record payment for perpetual care of burial plots in the cemetery. Each card list the name of the deceased person interred in the plot and notes when payment for perpetual care was made. Sometimes the card also lists who made the payment and the birth and death dates of the deceased.

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:

Error - Format Type is invalid.

Paper: Retain in Office permanently.

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
This series has permanent value as documentation of perpetual care payments.

AGENCY: Minersville (Utah)

SERIES: 28289

TITLE: Cemetery perpetual care card file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15139

1

TITLE: Census information files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15157

3

TITLE: Certificates of perpetual care

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15173

3

TITLE: Chemical/radiological analyses (water treatment reports)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

AUTHORIZED: 02-25-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15180

3

TITLE: Class "C" road funding project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Class "c" road funding project files, GRS-1148.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after claim, audit, or litigation settled and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15160

1

TITLE: Contracts and agreements files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 8780

3

TITLE: Council minutes

DATES: 1928-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special, and emergency council meetings. Recorded information includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

AGENCY: Minersville (Utah)

SERIES: 8780

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15161

3

TITLE: Deeds files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15167

1

TITLE: Development construction files (cemetery)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15168

1

TITLE: Development construction files (park)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15155

3

TITLE: Dog license files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the payment of license fees. They include: owner's name, breed of dog, sex, color, expiration date of license; expiration date of rabies vaccine, name of dog, indication if dog was altered, license fee, and when paid.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15162

3

TITLE: Easement file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15144

3

TITLE: Employee bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

RETENTION:

Retain for 4 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

AUTHORIZED: 06-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after expiration and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15171

1

TITLE: Fire run reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These reports document each dispatched fire run. They are used for budget planning, reports, and litigation purposes. They include identification number, incident number, alarm time, arrival time, type of incident, action taken, cause of fire, address, names of occupant and owner, telephone number, type of vehicles and crews responding, incident related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15140

3

TITLE: Grant files original applications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15149

3

TITLE: Income tax files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

RETENTION:

Retain for 3 year(s) after superseded or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15154

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15163

3

TITLE: Lease files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination of lease and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15164

3

TITLE: Oaths

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Minersville (Utah)

SERIES: 15164

TITLE: Oaths

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15165

1

TITLE: Ordinances

DATES: undated

ARRANGEMENT:

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:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15178

1

TITLE: Permits to work in a public way (telephone company)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction, traffic control, etc.

RETENTION:

Retain for 1 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after bond expires and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15152

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15177

1

TITLE: Project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15166

1

TITLE: Proof of publication

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15141

3

TITLE: Publications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar materials printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. The State Archives should receive one copy of all municipal publications.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15153

1

TITLE: Purchase orders

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are orders issued to vendor to supply specific goods or services at a given price.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15169

1

TITLE: Recreation program files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These program files document specific recreation programs sponsored by the municipality. They are used for reference in developing future programs. They include flyers of specific programs, receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15150

1

TITLE: Resolutions

DATES: undated

ARRANGEMENT:

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).

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.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15151

3

TITLE: Retirement records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are control documents relating to retirement. They include reports and registers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15170

1

TITLE: Rezoning files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document attempts to rezone areas within municipality. They contain the original application; review forms; maps of areas involved; copies of investigative reports; copies of planning commission minutes; notice of hearings; copies of ordinances; copies of city council agenda.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15148

3

TITLE: Sales and use tax return forms

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales and to remit the amount collected and due to the state (e.g., municipal swimming pools).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15181

3

TITLE: Street name and house number files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15146

1

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the sale of surplus municipal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain for 6 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after final payment and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15179

3

TITLE: Survey drawings

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15174

3

TITLE: Television inspection reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer line monitoring records, GRS-1137.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15172

3

TITLE: Unclaimed property files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer before November for previous fiscal year (UCA 78-44-18) and forms completed by finder of lost property and delivered to a local law enforcement agency. The finder of lost property shall sign a statement stating "how the property came into his possession, including time, date, and place, and stating that he does not know...[owner] and his possession of it is not unlawful" (UCA 77-24a-3). A notice is placed in a local newspaper. If not claimed after 3 months, the finder may claim property upon the "payment of cost incurred for advertising and storage" (UCA 77-24a-5). If not claimed the property may be sold at auction and the proceeds pay "necessary expenses incurred in the preservation of such property and return balance to the state treasurer" (UCA 77-24-4).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Minersville (Utah)

SERIES: 15172

TITLE: Unclaimed property files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15175

3

TITLE: Water consumption reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. They include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15176

3

TITLE: Water main charts and indexes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public