Retention and Classification Report

Agency: Monticello (Utah) (667)

Box 457
17 North 100 East
Monticello, UT 84535
435 587-2271

Records Officer: _____

26238	Audit reports
26242	City council minutes
26240	Ordinances
26239	Resolutions
26242	City council minutes

AGENCY: Monticello (Utah)

SERIES: 26238 3
TITLE: Audit reports
DATES: 1950-
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.

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AGENCY: Monticello (Utah)

SERIES: 26238
TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

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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: Monticello (Utah)

SERIES: 26242 3
TITLE: City council minutes
DATES: 1934-
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:

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:

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AGENCY: Monticello (Utah)

SERIES: 26242
TITLE: City council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Monticello (Utah)

SERIES: 26240 1
TITLE: Ordinances
DATES: 1951-
ARRANGEMENT: Chronological by year thereunder by number
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).

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

AGENCY: Monticello (Utah)

SERIES: 26240
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Monticello (Utah)

SERIES: 26239 1
TITLE: Resolutions
DATES: 1937-
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:

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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: Monticello (Utah)

SERIES: 26239
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Monticello (Utah)

SERIES: 26241 1
TITLE: Zoning ordinances
DATES: 1954-
ARRANGEMENT: Chronological by year thereunder by number
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 10-9a-404 (2005)).

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AGENCY: Monticello (Utah)

SERIES: 26241
TITLE: Zoning ordinances

(continued)

APPRAISAL:

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PRIMARY DESIGNATION:

Public