

## Retention and Classification Report

**Agency:** Murray (Utah) (679)

5025 South State Street  
Murray, UT 84107  
801 264-2664

**Records Officer:** \_\_\_\_\_

22733	Accounts payable
18173	Annexation petitions
30413	Annual Reports
30721	Bids and Request for Proposals records
14258	Building plans, nonresidential
14257	Building plans, residential
27354	City cemetery interment record
27294	City council minutes
05962	City maps
10270	Civil Service Commission minutes
29305	General plans
01952	Individual earnings record
10271	Insurance Commission minutes
30555	Murray City planning records
27332	Ordinances
10272	Personnel Administration Board minutes
10273	Personnel files
30722	Police towing package records
14861	Polychlorinated Biphenyls (PCB) Records
25208	Publications
27824	Redevelopment Agency minutes
27291	Resolutions
30067	Revised Ordinances
10269	Safety council minutes

**AGENCY:** Murray (Utah)

**SERIES:** 22733

3

**TITLE:** Accounts payable

**DATES:** 1996-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 18173

1

**TITLE:** Annexation petitions

**DATES:** 1956-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical and administrative significance because they document the annexation of property into city limits and the reasons and considerations behind the annexation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 30413

3

**TITLE:** Annual Reports

**DATES:** 1962-

**ARRANGEMENT:** Chronological by publication date.

**DESCRIPTION:**

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent value as a summary record of city finances and operations over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 30721

3

**TITLE:** Bids and Request for Proposals records

**DATES:** 2021-

**ARRANGEMENT:** Chronological by date processed.

**DESCRIPTION:**

This series includes requests for proposals, bids for services request by Murray City, and related records. Records are used to determine pricing information. Records may include bid recaps, pricing documentation, company information and project specifications.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Murray (Utah)

**SERIES:** 14258

3

**TITLE:** Building plans, nonresidential

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use of the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**AGENCY:** Murray (Utah)

**SERIES:** 14257

1

**TITLE:** Building plans, residential

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Permanent. Retain for 1 year(s) after end of project or program

**DISPOSITION:**

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 for 1 year after completion of construction and final inspection and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These building plans are being retained as a representative sample.

**AGENCY:** Murray (Utah)

**SERIES:** 27354

1

**TITLE:** City cemetery interment record

**DATES:** 1874-

**ARRANGEMENT:** Numerical by burial number.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1874 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The interment register has permanent value.

**AGENCY:** Murray (Utah)

**SERIES:** 27354

**TITLE:** City cemetery interment record

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27294

3

**TITLE:** City council minutes

**DATES:** 1903-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of the Murray city council. The summarize discussions at council meetings and document all actions and decisions of the council. Information includes date and time of meetings, names of those present.

**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.

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.

**APPRAISAL:**

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

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

**AGENCY:** Murray (Utah)

**SERIES:** 27294

**TITLE:** City council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 5962

1

**TITLE:** City maps

**DATES:** 1918-

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Old maps provide historical information about Murray City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10270

3

**TITLE:** Civil Service Commission minutes

**DATES:** 1990-

**ARRANGEMENT:** None

**DESCRIPTION:**

These bound volumes contain the minutes of the monthly meetings of the Civil Service Commission which covers the Police and Fire Departments (UCA 10-3-1005).

**RETENTION:**

Permanent. Retain for 20 year(s)

**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 for 20 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 29305

1

**TITLE:** General plans

**DATES:** 2000-

**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:** Murray (Utah)

**SERIES:** 29305

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Murray (Utah)

**SERIES:** 1952

3

**TITLE:** Individual earnings record

**DATES:** 1943-1977; 1979-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

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

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until microfilmed and then destroy provided microfilm has passed inspection and or until 3 years after retirement or death.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office until microfilmed.

**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.

**AGENCY:** Murray (Utah)

**SERIES:** 1952

**TITLE:** Individual earnings record

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Murray (Utah)

**SERIES:** 10271

3

**TITLE:** Insurance Commission minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Permanent. Retain for 20 year(s)

**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 for 20 years and then transfer to State Archives with authority to weed.

**AGENCY:** Murray (Utah)

**SERIES:** 30555

3

**TITLE:** Murray City planning records

**DATES:** 1966-

**ARRANGEMENT:** Alphanumeric by project number

**DESCRIPTION:**

This series documents the various functions of the Murray City Planning and Zoning Department, and include documentation that provides evidence of requested changes to zoning regulations, conditional use permitting and other other land uses. Records include applications, maps and plans.

**RETENTION:**

Retain permanently

**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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 75 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**AGENCY:** Murray (Utah)

**SERIES:** 27332

1

**TITLE:** Ordinances

**DATES:** 1903-

**ARRANGEMENT:** Numerical by ordinance 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:**

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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

**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:** Murray (Utah)

**SERIES:** 27332

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10272

3

**TITLE:** Personnel Administration Board minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Permanent. Retain for 20 year(s)

**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 for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Minutes document the history and administrative decisions of Murray City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10273

3

**TITLE:** Personnel files

**DATES:** 1990-

**ARRANGEMENT:** Alphanumerical by name

**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) after 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 5 years after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 60 years 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.

**AGENCY:** Murray (Utah)

**SERIES:** 10273

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Murray (Utah)

**SERIES:** 30722

3

**TITLE:** Police towing package records

**DATES:** 2020-

**ARRANGEMENT:** Chronological by submission date.

**DESCRIPTION:**

This series contain records documenting the towing companies utilized by the Murray City Police Department. The series contains records documenting towing companies information, including proof of locations in Murray. tow trucks, tow truck operators, telephone numbers, business licenses, insurance policies. Documentation of the ability to tow both "hold for owner" and "state tax" and records documenting the ability to accept cash or credit card payment at the scene of the tow.

**RETENTION:**

Retain for 6 year(s) after administrative value has been met

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Murray (Utah)

**SERIES:** 30722

**TITLE:** Police towing package records

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-201(2)(2023).

**AGENCY:** Murray (Utah)

**SERIES:** 14861

3

**TITLE:** Polychlorinated Biphenyls (PCB) Records

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by PCB Case File

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Records used to comply with the Environmental Protection Agency requirements (40 CFR Part 761, 1992) on testing, storing, and disposal of Polychlorinated Biphenyls (PCB). PCB is any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance. Files include PCB certified test reports, annual reports, disposal records, certificates of destruction and disposal contractor agreements.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

This disposition is based on recommendation of the agency and the specific requirements of 40 CFR 761.180.

**AGENCY:** Murray (Utah)

**SERIES:** 14861

**TITLE:** Polychlorinated Biphenyls (PCB) Records

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Murray (Utah)

**SERIES:** 25208

3

**TITLE:** Publications

**DATES:** 2003-

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Murray or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include Annual Report (1962-63).

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27824

3

**TITLE:** Redevelopment Agency minutes

**DATES:** 1982-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of the redevelopment agency. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." An official agenda is also included.

**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.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Murray (Utah)

**SERIES:** 27824

**TITLE:** Redevelopment Agency minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27291

1

**TITLE:** Resolutions

**DATES:** 1906-

**ARRANGEMENT:** Chronological to 1940 thereafter numerical by resolution number

**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:**

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.

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

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

Digital image: Retain in Office permanently.

Microfilm duplicate: 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.

**AGENCY:** Murray (Utah)

**SERIES:** 27291

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 30067

3

**TITLE:** Revised Ordinances

**DATES:** 1911

**ARRANGEMENT:** Numerical by chapter and section.

**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the laws adopted by the city council and published for general use.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10269

3

**TITLE:** Safety council minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Permanent. Retain for 20 year(s)

**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 for 20 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public