

## Retention and Classification Report

**Agency:** Nibley (Utah) (696)

Nibley City Hall  
455 West 3200 South  
Nibley, UT 84321  
435-752-0431

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

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**AGENCY:** Nibley (Utah)

**SERIES:** 28785

3

**TITLE:** As-built road construction plans

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records support the Planning and Zoning Commissions function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records are drawings for the construction and modification of roadways and are used to determine code compliance and set the quality standard. Information includes specifications and approvals for projects.

**RETENTION:**

Permanent. Retain for 5 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 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the transportation infrastructure of the agency.

**AGENCY:** Nibley (Utah)

**SERIES:** 28785

**TITLE:** As-built road construction plans

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Nibley (Utah)

**SERIES:** 29396

3

**TITLE:** Budgets

**DATES:** 2012-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year.  
It documents the actual spending of a governmental entity and may  
be certified by a budget officer and filed with the state  
auditor.

**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:**

**APPRAISAL:**

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

**AGENCY:** Nibley (Utah)

**SERIES:** 28806

1

**TITLE:** Building permits

**DATES:** 1936-

**ARRANGEMENT:** Chronological by year thereunder by month

**DESCRIPTION:**

These records support the agency's function to approve the construction or alteration of a structure. Records document the submission, review, and final approval of permit applications. Information includes the petitioner's and contractor's contact information, inspection reports, cost of associated fees, as well as a brief project description.

**RETENTION:**

Permanent. Retain for 3 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: For records prior to and including 2019. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2019 and continuing to the present. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records are of historical value as they document the development of the city's infrastructure.

**AGENCY:** Nibley (Utah)

**SERIES:** 28806

**TITLE:** Building permits

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.

**AGENCY:** Nibley (Utah)

**SERIES:** 23562

3

**TITLE:** Council minutes

**DATES:** 1936-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**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). Also includes some minutes of the Planning and Zoning Commission and Board of Adjustment.

**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.

Microfilm duplicate: Retain in Agency Record Center permanently.

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

**AGENCY:** Nibley (Utah)

**SERIES:** 23562

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Nibley (Utah)

**SERIES:** 29308

3

**TITLE:** General plans

**DATES:** 2013-

**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 authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

**AGENCY:** Nibley (Utah)

**SERIES:** 29308

**TITLE:** General plans

(continued)

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Nibley (Utah)

**SERIES:** 23607

1

**TITLE:** Ordinances

**DATES:** 1936-

**ARRANGEMENT:** Chronological by date.

**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 after being microfilmed.

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:** Nibley (Utah)

**SERIES:** 23607

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Nibley (Utah)

**SERIES:** 28758

1

**TITLE:** Plat maps

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records support the Planning and Zoning Commission's function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records document the developmental history of the municipality and are used to determine code compliance and set quality standards. Information includes specifications and approvals for business park and subdivision land developments.

**RETENTION:**

Permanent. Retain for 5 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 Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the creation and history of business parks and subdivisions in the municipality.

**AGENCY:** Nibley (Utah)

**SERIES:** 28758

**TITLE:** Plat maps

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Nibley (Utah)

**SERIES:** 28786

1

**TITLE:** Public building plans

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records support the Planning and Zoning Commissions function to advise the agency on land use and development (Utah Code 10-9a-302 (2005)). Records are blueprints and specifications for public buildings and are used to determine code compliance and set the quality standard. Information may include details of the construction project's time frame and materials, as well as the responsibilities of the architect, owner, and contractor.

**RETENTION:**

Permanent. Retain for 5 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 Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records are of historical interest as they provide structural information and specifications for government facilities.

**AGENCY:** Nibley (Utah)

**SERIES:** 28786

**TITLE:** Public building plans

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.