Retention and Classification Report

Agency: Ophir (Utah) (741)

P.O. Box 329
Stockton, UT 84071
435 882-1749

Records Officer: _____

30793	Adopted budgets
28543	Council minutes
30791	Financial reports
30792	Survey of Local Government Finances reports

AGENCY: Ophir (Utah)

SERIES: 30793 3
TITLE: Adopted budgets
DATES: 2010-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contain the adopted budget plan for financial operations of Ophir Town for a fiscal year. It documents the actual town spending and may be certified by a budget officer and filed with the state auditor.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

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

AGENCY: Ophir (Utah)

SERIES: 28543 3
TITLE: Council minutes
DATES: 1890-
ARRANGEMENT: Chronological by meeting date.
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 52-4-203 (2) (2009).

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:

```
Error - Format Type is invalid.
```

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

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

AGENCY: Ophir (Utah)

SERIES: 28543
TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the business and official actions of the town council.

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 30791 3
TITLE: Financial reports
DATES: 1989-
ARRANGEMENT: None.
DESCRIPTION:

This series contains financial reports created for the town of Ophir. Records include information about general revenue expenditures.

RETENTION:

Permanent. Retain until administrative need ends

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 until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

Records document the creation of the town budget.

PRIMARY DESIGNATION:

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

AGENCY: Ophir (Utah)

SERIES: 30792 3
TITLE: Survey of Local Government Finances reports
DATES: 2008-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains published surveys of local government finances retained by the town of Ophir.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

Records may contain annual budget information .

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2020).