Retention and Classification Report

Agency: Orderville (Utah) (746)

PO Box 165
425 East State Street
Orderville, UT 84758
435-648-2534

Records Officer: _____

24262	Audits and financial statements
30069	Cemetery maps
24261	Council minutes
28351	Orderville Cemetery lot books
24265	Ordinances and resolutions

AGENCY: Orderville (Utah)

SERIES: 24262 1
TITLE: Audits and financial statements
DATES: 1936-1950; 1957-1959; 1966; 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality and annual audits. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Orderville (Utah)

SERIES: 24262
TITLE: Audits and financial statements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orderville (Utah)

SERIES: 30069 3
TITLE: Cemetery maps
DATES: ca. 1935 -1968
ARRANGEMENT: Chronological by creation date, thereunder numerical by block number.
DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

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

M-Disc: Retain in State Archives permanently with authority to weed.

Digital image Duplicate: 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 location and identity of burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Orderville (Utah)

SERIES: 24261 4
TITLE: Council minutes
DATES: 1935-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Like other traditional town councils in Utah, the Orderville council consists of a mayor and four council members who are responsible to exercise the community's legislative and executive powers (Utah Code Unannotated, 1991, 10-3-101). Council meeting minutes summarize the discussion at council meetings and report actions taken by the council or assignments made. Entries for each meeting include the date and place of the meeting and the names of those present. The Orderville town council appoints town officials, levies taxes, licenses local businesses, provides police and fire protection, and promotes community development. It provides or contracts for services and utilities and maintains a culinary water system as well as town roads and bridges.

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.

AGENCY: Orderville (Utah)

SERIES: 24261
TITLE: Council minutes

(continued)

APPRAISAL:

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

The Orderville town council minutes document the activities and decisions of the governing body of the municipality.

PRIMARY DESIGNATION:

Public

AGENCY: Orderville (Utah)

SERIES: 28351 3
TITLE: Orderville Cemetery lot books
DATES: 1865-
ARRANGEMENT: Alphabetical by name of deceased and numerical by block and lot 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).

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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:

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as the earliest extant compilation of burial information for the cemetery.

AGENCY: Orderville (Utah)

SERIES: 28351
TITLE: Orderville Cemetery lot books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orderville (Utah)

SERIES: 24265 1
TITLE: Ordinances and resolutions
DATES: 1935-
ARRANGEMENT: Chronological by ordinance number.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain a handful of ordinances and resolutions adopted by the Orderville Town council. They are 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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Microfilm duplicate: Retain in State Archives 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.

AGENCY: Orderville (Utah)

SERIES: 24265
TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public