

## Retention and Classification Report

**Agency:** Richfield (Utah) (838)

PO Box 250  
75 East Center  
Richfield, UT 84701  
435 896-6430

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

29401	Budgets
28859	City Council minutes
28903	Ordinances
28875	Planning Commission minutes
28904	Revised Ordinances

**AGENCY:** Richfield (Utah)

**SERIES:** 29401

3

**TITLE:** Budgets

**DATES:** 2017-

**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:** Richfield (Utah)

**SERIES:** 28859

3

**TITLE:** City Council minutes

**DATES:** 1878-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the decisions and action of the city council.

**AGENCY:** Richfield (Utah)  
**SERIES:** 28859  
**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Richfield (Utah)

**SERIES:** 28903

1

**TITLE:** Ordinances

**DATES:** 1898-

**ARRANGEMENT:** Chronological by adoption 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 Utah Code 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 AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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Microfilm master: 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 actions of the city council and the laws in force in the city.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Richfield (Utah)

**SERIES:** 28875

3

**TITLE:** Planning Commission minutes

**DATES:** 1975-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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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**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the issues considered and actions taken by the planning commission.

**AGENCY:** Richfield (Utah)

**SERIES:** 28875

**TITLE:** Planning Commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Richfield (Utah)

**SERIES:** 28904

1

**TITLE:** Revised Ordinances

**DATES:** 1898-

**ARRANGEMENT:** Chronological by publication date, thereunder by chapter and section.

**DESCRIPTION:**

These books contain the published version of city ordinances.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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Microfilm master: 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 compiled, published laws of Richfield over time.

**PRIMARY DESIGNATION:**

Public