

Retention and Classification Report

Agency: Snowville (Utah) (1105)

Snowville Town Hall
20 West Main, P.O. Box 734
Snowville, UT 84336
435-872-8501

Records Officer: _____

17605	Financial audit reports
17602	Town minutes

AGENCY: Snowville (Utah)

SERIES: 17605

3

TITLE: Financial audit reports

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

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.

AGENCY: Snowville (Utah)

SERIES: 17605

TITLE: Financial audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Snowville (Utah)

SERIES: 17602

3

TITLE: Town minutes

DATES: 1940-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently

DISPOSITION:

May 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 with authority to weed.

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AGENCY: Snowville (Utah)

SERIES: 17602

TITLE: Town minutes

(continued)

PRIMARY DESIGNATION:

Public