

## Retention and Classification Report

**Agency:** Sterling (Utah) (1124)

Town Hall  
110 West 100 North, P.O. Box 650069  
Sterling, UT 84665  
435-835-1799

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

27357	Agreements and policies
27334	Council minutes
27356	Ordinances and resolutions
27355	Planning and Zoning Committee minutes

**AGENCY:** Sterling (Utah)

**SERIES:** 27357

1

**TITLE:** Agreements and policies

**DATES:** 1975-

**ARRANGEMENT:** Subject

**DESCRIPTION:**

This series includes agreements and policies between Sterling and individuals and/or groups. Agreements cover the sale of property, water use, land use, and utilities. Policies relate to annexation and public works (street construction).

**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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

The Sterling Town agreements and policies have ongoing administrative, fiscal, legal, and historical (research) value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27334

3

**TITLE:** Council minutes

**DATES:** 1946-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**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 with authority to weed.

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

**AGENCY:** Sterling (Utah)  
**SERIES:** 27334  
**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27356

1

**TITLE:** Ordinances and resolutions

**DATES:** 1934-

**ARRANGEMENT:** Chronological

**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.

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**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:** Sterling (Utah)

**SERIES:** 27356

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27355

3

**TITLE:** Planning and Zoning Committee minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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**AGENCY:** Sterling (Utah)

**SERIES:** 27355

**TITLE:** Planning and Zoning Committee minutes

(continued)

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public