

## Retention and Classification Report

**Agency:** Stockton (Utah) (1126)

Town Hall  
18 N. Johnson St., P.O. Box 240  
Stockton, UT 84071  
435-882-3877

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

06831	Council minutes
29079	Ordinances

**AGENCY:** Stockton (Utah)

**SERIES:** 6831

3

**TITLE:** Council minutes

**DATES:** 1901-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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:**

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.

Microfilm duplicate: Retain in State Archives permanently with

**AGENCY:** Stockton (Utah)

**SERIES:** 6831

**TITLE:** Council minutes

(continued)

authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the operation of Stockton Town and the actions of the Town Council.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Stockton (Utah)

**SERIES:** 29079

1

**TITLE:** Ordinances

**DATES:** 1901-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: 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 decisions and actions of the city council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.