

Retention and Classification Report

Agency: West Valley City (Utah). City Council (1761)

West Valley City Hall
3600 South Constitution Blvd.
West Valley City, UT 84119
801 966-3600

Records Officer: _____

23385	Municipal code
06848	Ordinances
06845	Resolutions
71725	Study council minutes

AGENCY: West Valley City (Utah). City Council

SERIES: 23385

1

TITLE: Municipal code

DATES: 1980-

ARRANGEMENT: numerical by title, chapter, and section/part number

DESCRIPTION:

Municipalities are empowered to "revise, codify, and compile...and to publish in book, pamphlet, or looseleaf form all ordinances." Upon incorporation of West Valley City on July 1, 1980, the West Valley City Commission (forerunner of the city council) adopted as ordinance 80-1 the compiled municipal code. The up-to-date West Valley City Municipal Code is accessible online via the city web site (<http://www.ci.west-valley.ut.us>, December 2000).

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:

Paper: For records beginning in 1980 and continuing to the present. Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). City Council

SERIES: 6848

4

TITLE: Ordinances

DATES: i 1980-

ARRANGEMENT: Numerical by consecutive ordinance number

DESCRIPTION:

This series is made up of ordinances which have been adopted by the West Valley City Council to govern and maintain the operation of the city for the peace, benefit, and regulation of the municipality. Upon incorporation of West Valley City on July 1, 1980, the West Valley City Commission (forerunner of the city council) adopted as ordinance 80-1 the compiled municipal code. These documents were compiled and maintained by the city recorder, who is required by state statute to keep a record book of all ordinances passed by the city council.

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1980 through 1992. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1980 through 1992. 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: West Valley City (Utah). City Council

SERIES: 6848

TITLE: Ordinances

(continued)

RETENTION JUSTIFICATION:

The administrative, legal, and historical value of the ordinances warrant permanent retention.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). City Council

SERIES: 6845

3

TITLE: Resolutions

DATES: 1980-

ARRANGEMENT: Numerical by resolution number

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: West Valley City (Utah). City Council

SERIES: 6845

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). City Council

SERIES: 71725

3

TITLE: Study council minutes

DATES: 1980-

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 for 2 year(s)

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 for 2 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: West Valley City (Utah). City Council

SERIES: 71725

TITLE: Study council minutes

(continued)

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

PRIMARY DESIGNATION:

Public UCA 52-4-7(3)(2008)

SECONDARY DESIGNATION(S):

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