Retention and Classification Report

Agency: St. George (Utah). City Council (3062)

175 East 200 North
St. George, UT 84770
435-627-4003

Records Officer: _____

18028	Council minutes
26577	Declaration of Candidacy
25213	Publications

AGENCY: St. George (Utah). City Council

SERIES: 18028 3
TITLE: Council minutes
DATES: 1867-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (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 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.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: St. George (Utah). City Council

SERIES: 18028
TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(31) (2008)

AGENCY: St. George (Utah). City Council

SERIES: 26577 1
TITLE: Declaration of Candidacy
DATES: 1992-
ARRANGEMENT: Chronological by year and thereunder alphabetical by surname
DESCRIPTION:

As required by law (UCA 20A-9-201(5)) candidates for municipal office declare their candidacy for office in an official declaration which identifies the office and term for which they seek to be elected, their political affiliation, and a declaration that they are qualified and that they will not knowingly violate any laws governing campaigns and elections. This declaration includes the candidate's name, home address, home phone, e-mail address, and web site information.

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.

APPRAISAL:

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

AGENCY: St. George (Utah). City Council

SERIES: 25213 3
TITLE: Publications
DATES: 1972-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of St. George or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "The City of St. George: Industrial Park" (1972) which is an application for further study and funding from Economic Development Administration of the U.S. Department of Commerce.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: St. George (Utah). City Council

SERIES: 25213
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public