Retention and Classification Report

Agency: Snowville (Utah) (1105)

Snowville Town Hall
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Records Officer Tammie Morgan

17606		Annual financial reports
17605		Financial audit reports
17607	*	Snowville Land & Water Company minutes
17602		Town minutes

AGENCY: Snowville (Utah)

SERIES: 17606 3
TITLE: Annual financial reports

DATES: 1963-1971; 1988-1995
ARRANGEMENT: Chronological
DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain until microfilmed.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 05/03/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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: 17606
TITLE: Annual financial reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

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 until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 05/03/1996

FORMAT MANAGEMENT:

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AGENCY: Snowville (Utah)

SERIES: 17605
TITLE: Financial audit reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Snowville (Utah)

SERIES: 17607 3
TITLE: Snowville Land & Water Company minutes
DATES: 1950-1969.
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) (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:

Retain until microfilmed.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

AUTHORIZED: 05/07/1996

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

AGENCY: Snowville (Utah)

SERIES: 17607
TITLE: Snowville Land & Water Company minutes

(continued)

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:
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 until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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AGENCY: Snowville (Utah)

SERIES: 17602
TITLE: Town minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public