Retention and Classification Report

Agency: Sunset (Utah) (1136)

Sunset City Corporation
200 West 1300 North
Sunset, UT 84015
801 825-1628

Records Officer Susan Hale

85134	*	Annual budgets
85103	*	Applications for building permits
85046	*	Audit reports
84964		City Council minutes
84933		City roster
85047	*	Deeds and transfers
85141	*	Miscellaneous records
85050	*	Petitions
84894	*	Resolutions

AGENCY: Sunset (Utah)

SERIES: 85134 4
TITLE: Annual budgets

DATES: i 1950-1954.
ARRANGEMENT: Chronological
DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of Sunset. The budget is drafted in light of the previous year's estimated budget compared to the actual expenditures.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

Microfilm duplicate: For records beginning in 1950 through 1954. Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85103 4
TITLE: Applications for building permits
DATES: i 1953-1955.
ARRANGEMENT: Numerical by application number
DESCRIPTION:

Builders must apply for permission to build within the city limits. Application information includes type of building, location, square footage, estimated completion date, and type of construction.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1953 through 1955. Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85046 4
TITLE: Audit reports
DATES: i 1936-1966.
ARRANGEMENT: Chronological
DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city, and compares them toe the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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.

Microfilm duplicate: For records beginning in 1936 through 1966. Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sunset (Utah)

SERIES: 84964 4
TITLE: City Council minutes
DATES: i 1958-
ARRANGEMENT: Chronological.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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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: Sunset (Utah)

SERIES: 84933 4
TITLE: City roster
DATES: undated
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

List of city residents and their addresses.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85047 4
TITLE: Deeds and transfers
DATES: i 1950-1957.
ARRANGEMENT: Alphabetical by name of property owner
DESCRIPTION:

Deeds record information about the ownership of property within the municipal boundaries. Information includes name of owner; addresses of grantor and grantee; description of property; and date property was transferred to grantor.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1950 through 1957. Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85141 4
TITLE: Miscellaneous records
DATES: i 1948-1949.
ARRANGEMENT: Chronological.
DESCRIPTION:

Various records that record claims, bonds, certificates, contracts, correspondence, minutes, and estimates for the city of Sunset.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1948 through 1049. Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85050 3
TITLE: Petitions
DATES: i 1953-1956.
ARRANGEMENT: Chronological
DESCRIPTION:

Requests from individuals, groups, or businesses within the community, based on issues or concerns are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm duplicate: For records beginning in 1953 through 1956. Retain in State Archives permanently.

Microfilm master: For records beginning in 1953 through 1956. Retain in State Archives permanently with authority to weed.

AGENCY: Sunset (Utah)

SERIES: 84894 4
TITLE: Resolutions
DATES: i 1944-1956.
ARRANGEMENT: none
DESCRIPTION:

Resolutions are a course of action or formal statement of a decision made by the city council. The decision may perform the same function as a city ordinance, but punishments, fines, and forfeitures may not be imposed by resolution. Unlike ordinances, resolutions may become effective without publication or public posting, but must do so within three months from the date of passage. Topics of resolutions usually deal with establishing water and sewer rates; charges for garbage collection; creating personnel policies and guidelines; passing or defeating proposed budgets for the municipal government; and regulating the use and operation of municipal property.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

Microfilm duplicate: For records beginning in 1944 through 1956. Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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: Sunset (Utah)

SERIES: 84894
TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:
Public