

# Retention and Classification Report

**Agency:** Big Water (Utah) (119)

Big Water Town Hall  
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Big Water, UT 84741  
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**Records Officer:** Jennifer Johnson

24190 Council minutes  
24186 \*General plan  
24189 Ordinances  
24188 Planning commission minutes  
24187 Resolutions

**AGENCY:** Big Water (Utah)

**SERIES:** 24190

4

**TITLE:** Council minutes

**DATES:** 1984-

**ARRANGEMENT:** Chronological with related documents filed after minutes for each meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Big Water town council consists of a mayor and four council members who exercise the community's legislative and executive powers (Utah Code, Unannotated, 1991, 10-3-101). The council is responsible for all aspects of community management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Big Water council minutes summarize the discussions at council meetings. They indicate the date each meeting was held and identify council members present. The minutes are presented in a format that readily identifies resolutions or ordinances passed and actions taken by the council. Numerous supporting documents are also included.

**RETENTION:**

Retain permanently.

**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:** 04/19/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Big Water (Utah)

**SERIES:** 24190

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Fiscal Historical  
Big Water minutes and appending documents provide details about the history and functioning of Big Water municipal government as well as financial information.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Big Water (Utah)

**SERIES:** 24186

4

**TITLE:** General plan

**DATES:** 1996.

**ARRANGEMENT:** by topic.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Big Water town council and planning commission, in conjunction with the Five County Association of Governments, created Big Water's general plan according to guidelines established in Utah's "Municipal Land Use Development and Management Act" (Utah Code, 1992, 10-9-301-306). In this plan, adopted 16 January 1996, Big Water's municipal government envisions that after, "rising from the desert as a construction camp for workers erecting Glen Canyon Dam, Big Water has grown and developed into a gateway to Lake Powell." The plan states that the town council intends to provide law enforcement, fire protection, and basic community improvements. The plan, which was intended as a decision-making guide for municipal government and Big Water residents, identifies goals to be achieved by the year 2010. The body of the plan is divided into eight elements, and for each element the plan identifies current state, desired state, and means of achieving the desired state. The most prominently stated goal in the Big Water general plan is obtaining title to BLM (Bureau of Land Management) land within incorporated city limits.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

**AUTHORIZED:** 04/19/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Big Water (Utah)

**SERIES:** 24186

**TITLE:** General plan

(continued)

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical

The Big Water general plan contains historical, demographic, and economic information about the town. It more importantly identifies the goals and values of the town council.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Big Water (Utah)

**SERIES:** 24189

4

**TITLE:** Ordinances

**DATES:** 1984-

**ARRANGEMENT:** numerical by ordinance number which is also chronological by date adopted.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Legislative acts of Utah municipal governments are described in ordinances. Ordinances can regulate, require, prohibit, govern, control or supervise activity, business, conduct, or conditions within a community (Utah Code, 1988, 10-3-701-704). The Big Water town council most frequently addressed land use and zoning issues in the ordinances included in this series. Big Water ordinances also regulate the the council and establish and regulate additional municipal offices including a planning commission and board of adjustment. Big Water ordinances regulate waste disposal, culinary water, livestock, and business. A few additional related documents are scattered through the ordinance books. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 04/19/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Big Water (Utah)

**SERIES:** 24189

**TITLE:** Ordinances

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Big Water ordinances, legislative actions of the Big Water town council, provide the legal foundation for municipal government, and historical information about the town as well.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Big Water (Utah)

**SERIES:** 24188

4

**TITLE:** Planning commission minutes

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Utah law provides each municipal government with the opportunity to appoint a planning commission to create and recommend zoning plans for city council approval (Utah Code Annotated, 1953, 10-9-4). The Big Water town council created a planning commission in 1984, shortly after incorporation. This five-member commission has worked closely with the council on all issues relating to land use and development. They have drafted general plans (1985 & 1996), made recommendations for zoning ordinances and revisions, and been highly involved in long-range community planning. The Big Water planning commission approves development proposals, plans subdivision requirements, and grants or renews conditional use permits. The Bureau of Land Management (BLM) is the primary land owner in Big Water, which is located near the Grand Staircase Escalante National Monument. The planning commission and town council are involved with state and federal agencies which also have a voice in the development of the area. Planning commission minutes summarized the discussion at commission meetings.

**RETENTION:**

Retain permanently.

**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:** 03/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Big Water (Utah)

**SERIES:** 24188

**TITLE:** Planning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical

Big Water planning commission minutes document the activities of this commission which is highly involved with the town council on all land use and zoning issues. In addition to local planning, the commission works with other agencies which manage land in the Grand Staircase National Monument area.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Big Water (Utah)

**SERIES:** 24187

4

**TITLE:** Resolutions

**DATES:** 1983-

**ARRANGEMENT:** Numerical by resolution number which is also chronological by date approved.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

According to Utah law, the governing body of each municipality may exercise its administrative powers through resolutions. Resolutions may include, but are not limited to establishing water rates or charges for other services, establishing personnel policies and guidelines, and regulating the use of municipal property (Utah Code, 1988, 10-3-717). The Big Water town council approved resolutions affecting these and many additional issues. The council approved resolutions creating municipal offices, commissions, and boards, and then approved additional resolutions for specific political appointments and merit salary increases thereafter. The council used resolutions to announce public hearings and changes to regularly scheduled council meetings. By resolution, the council announced the adoption of each annual budget, made changes to town lots and subdivisions, and stated the council's position on external matters. Other related documents are scattered among the Big Water resolutions.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 04/23/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Big Water (Utah)

**SERIES:** 24187

**TITLE:** Resolutions

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Big Water resolutions document many of the actions of the town's municipal government.

**PRIMARY DESIGNATION:**

Public