

# Retention and Classification Report

**Agency:** Vernal (Utah) (1260)

374 East Main  
Vernal, UT 84078  
435 789-2255

**Records Officer:** Ken Bassett

25361	Audit reports
25397	Board of adjustment minutes
80755	Building inspection permits
25360	*Burial record
06934	*Circuit and Justice Court dockets
25356	City - County council minutes
25359	*City incorporation papers
27447	City manager incoming and outgoing memos
85011	Council minutes
84916	*Ordinances
25357	Ordinances and resolutions
06908	Personnel files
25398	Planning commission minutes
25358	Resolutions
26690	Victim advocate client files

**AGENCY:** Vernal (Utah)

**SERIES:** 25361

3

**TITLE:** Audit reports

**DATES:** 1983,1985-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**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 7, Item 57.

**AUTHORIZED:** 05/02/2016

**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 Office permanently.

**AGENCY:** Vernal (Utah)

**SERIES:** 25361

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

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 DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25397

3

**TITLE:** Board of adjustment minutes

**DATES:** 1963-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**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 with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Vernal (Utah)

**SERIES:** 25397

**TITLE:** Board of adjustment minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 80755

3

**TITLE:** Building inspection permits

**DATES:** 1974-

**ARRANGEMENT:** Numerical by permit number.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files document the issuance of a permit which is required for all construction within Vernal City. These files contain the permit application with the inspection report on the progress of construction with a final inspection report, related correspondence, and receipts showing the payment of all fees.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of construction and all inspections and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25360

3

**TITLE:** Burial record

**DATES:** 1879-1992.

**ARRANGEMENT:** Chronological by date of death.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**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 17, Item 6.

**AUTHORIZED:** 04/06/2004

**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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the research value of these records for documenting vital records the Uintah region.

**AGENCY:** Vernal (Utah)

**SERIES:** 25360

**TITLE:** Burial record

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 6934

3

**TITLE:** Circuit and Justice Court dockets

**DATES:** 1952-1976.

**ARRANGEMENT:** Numerical by book, thereunder by case number, thereunder chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Archives custody

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25356

3

**TITLE:** City - County council minutes

**DATES:** 1975-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**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:**

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:** 04/05/2004

**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:** Vernal (Utah)

**SERIES:** 25356

**TITLE:** City - County council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25359

3

**TITLE:** City incorporation papers

**DATES:** 1907,1977.

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

**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 4.

**AUTHORIZED:** 04/06/2004

**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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

**AGENCY:** Vernal (Utah)

**SERIES:** 25359

**TITLE:** City incorporation papers

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 27447

3

**TITLE:** City manager incoming and outgoing memos

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These memos preserve the memory of day to day city business. They deal with many issues, ranging from garbage truck availability to clarification regarding testing procedures.

**RETENTION:**

Retain 1 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 42.

**AUTHORIZED:** 06/15/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 85011

3

**TITLE:** Council minutes

**DATES:** 1895-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**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 ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and

**AGENCY:** Vernal (Utah)

**SERIES:** 85011

**TITLE:** Council minutes

(continued)

minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 84916

4

**TITLE:** Ordinances

**DATES:** i 1960-1985.

**ARRANGEMENT:** Numerical by ordinance number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/05/2010

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1960 through 1985.  
Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal  
Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25357

3

**TITLE:** Ordinances and resolutions

**DATES:** 1895,1898-1918,1932,1936-1945,1947,1952-1957,1960,1982-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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 (1997). 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:** 04/06/2004

**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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Vernal (Utah)

**SERIES:** 25357

**TITLE:** Ordinances and resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 6908

3

**TITLE:** Personnel files

**DATES:** i 1895-

**ARRANGEMENT:** Alphabetical by employee surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

A file, maintained by the city personnel office, is created for each employee upon hire. The file is retained and updated throughout the term of employment. Files may contain a W4; employment applications; requests for employment from Job Service; action notices for hire or termination; and correspondence between employee and employer regarding employment.

**RETENTION:**

Retain 58 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 58 years and then destroy.

Microfilm duplicate: For records beginning in 1895 through 1986. Retain in Office for 58 years and then destroy.

**AGENCY:** Vernal (Utah)

**SERIES:** 6908

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Vernal (Utah)

**SERIES:** 25398

3

**TITLE:** Planning commission minutes

**DATES:** 1908-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**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 with authority to weed.

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

**AGENCY:** Vernal (Utah)

**SERIES:** 25398

**TITLE:** Planning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 25358

3

**TITLE:** Resolutions

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**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:**

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:** 04/06/2004

**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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Vernal (Utah)

**SERIES:** 25358

**TITLE:** Resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vernal (Utah)

**SERIES:** 26690

3

**TITLE:** Victim advocate client files

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain information regarding victim advocacy cases. Information includes victim names, addresses, phone numbers, abuse claims, photos, and written statements.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

**AUTHORIZED:** 05/20/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Private 63G-2-302(2)(a)

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(51)