

# Retention and Classification Report

**Agency:** Washington City (Utah) (1273)

111 North 100 East  
Washington, UT 84780  
435-656-6300

**Records Officer:** Danice Bulloch

24609 Annual audit and financial report  
24614 Cemetery records  
85010 City Council minutes  
24610 \*City charter/incorporation  
24613 \*Codified ordinances revised  
24612 \*Community development books  
24615 Council minutes  
24611 \*General plan  
10883 \*Historical scrapbook  
24616 \*Water abstracts

**AGENCY:** Washington City (Utah)

**SERIES:** 24609

3

**TITLE:** Annual audit and financial report

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**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.

**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.

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Washington City (Utah)

**SERIES:** 24609

**TITLE:** Annual audit and financial report

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24614

3

**TITLE:** Cemetery records

**DATES:** 1858-

**ARRANGEMENT:** Alphabetical by name thereunder chronological by date

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24614

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 17,  
Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 85010

4

**TITLE:** City Council minutes

**DATES:** i 1909-

**ARRANGEMENT:** Chronological according to date of entry.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 1909 through 1978.  
Retain in State Archives permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**AGENCY:** Washington City (Utah)

**SERIES:** 85010

**TITLE:** City Council minutes

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Washington City (Utah)

**SERIES:** 24610

3

**TITLE:** City charter/incorporation

**DATES:** 1981.

**ARRANGEMENT:** Chronological

**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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.



**AGENCY:** Washington City (Utah)

**SERIES:** 24610

**TITLE:** City charter/incorporation

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24613

3

**TITLE:** Codified ordinances revised

**DATES:** 1977,1989.

**ARRANGEMENT:** Chronological

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24613

**TITLE:** Codified ordinances revised

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 19.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24612

3

**TITLE:** Community development books

**DATES:** 1978-1982.

**ARRANGEMENT:** Chronological, thereunder numerical by book number

**DESCRIPTION:**

These books documents the city's involvement in the Community Development and Progress Program. The books include goals, proposed actions, photographs, newspaper clippings, flyers, and brochures. One volume documents the community's homecoming showing former residents returning to Washington City and participating in various activities.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24612

**TITLE:** Community development books

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24615

3

**TITLE:** Council minutes

**DATES:** 1978-

**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:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24615

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 23.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24611

3

**TITLE:** General plan

**DATES:** 1997.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.



**AGENCY:** Washington City (Utah)

**SERIES:** 24611

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 10883

3

**TITLE:** Historical scrapbook

**DATES:** 1857-1982.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains compiled information concerning the history of Washington City. It includes newspaper clippings and photographs.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24616

3

**TITLE:** Water abstracts

**DATES:** 1922-1947.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the assessment for water usage. It includes the amount of the assessment, shares, owner's name, lot, block, and district number. The book was originally an 1890s Washington County financial ledger with a few faded entries (about 15 pages interspersed throughout the book). During the 1920s, Washington County gave Washington City their surplus volumes when the community was financially unable to purchase new ledger books. The assessments are recorded on the empty pages throughout the book. Page 1 contains both 1890s notations and explains the water assessments.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

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**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Washington City (Utah)

**SERIES:** 24616

**TITLE:** Water abstracts

(continued)

authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 4.

**PRIMARY CLASSIFICATION:**

Public