

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
28653 Board of adjustment case files
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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.

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.

AGENCY: Washington City (Utah)

SERIES: 24609

TITLE: Annual audit and financial report

(continued)

APPRAISAL:

Administrative Fiscal Historical

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 28653

3

TITLE: Board of adjustment case files

DATES: 1975-

ARRANGEMENT:

DESCRIPTION:

These records support the Board of Adjustment's function to hear petitions for land use variances (Washington City Code 9-4A-7(2013)). These records document the board's approval or denial of the request (9-4A-8(2013)). Information includes the application as well as all required exhibits.

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 1.

AUTHORIZED: 02/20/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

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.

APPRAISAL:

Administrative Historical

AGENCY: Washington City (Utah)

SERIES: 24614

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

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 mad 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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/09/2002

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1909 through 1978.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: 12/09/2002

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.

APPRAISAL:

Historical Legal

AGENCY: Washington City (Utah)

SERIES: 24610

TITLE: City charter/incorporation

(continued)

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/09/2002

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.

APPRAISAL:

Administrative Historical Legal

AGENCY: Washington City (Utah)

SERIES: 24613

TITLE: Codified ordinances revised

(continued)

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 12/09/2002

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.

APPRAISAL:

AGENCY: Washington City (Utah)

SERIES: 24612

TITLE: Community development books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 28652

3

TITLE: Conditional use permits

DATES: 1985-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records support the Planning Commission's function to make recommendations to the agency concerning conditional land use (Washington City Code 9-3-1(2013)). These records document the approval or denial of a petition and any required mitigation measures. Information includes the application as well as required exhibits and studies (Washington City Code 9-17-3(2013)).

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 2.

AUTHORIZED: 02/20/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

APPRAISAL:

Historical

These records document the development and use of land and as such have historical value.

AGENCY: Washington City (Utah)

SERIES: 28652

TITLE: Conditional use permits

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/09/2002

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.

AGENCY: Washington City (Utah)

SERIES: 24615

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/09/2002

AGENCY: Washington City (Utah)

SERIES: 24611

TITLE: General plan

(continued)

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.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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:

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: 12/08/2006

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 Office permanently.

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

AGENCY: Washington City (Utah)

SERIES: 24616

TITLE: Water abstracts

(continued)

APPRAISAL:

PRIMARY DESIGNATION:

Public