Retention and Classification Report

Agency: Wellsville (Utah) (1311)

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Records Officer Laurie Christensen

23586	Annual audits
23589	Board of Adjustment minutes
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28135	Cemetery lot files
28167	*Cemetery map
13506	Council minutes
28136	Mayors' photographs
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23590	Planning and Zoning Commission minutes

AGENCY: Wellsville (Utah)

SERIES: 23586 3
TITLE: Annual audits
DATES: 1966-1967, 1974, 1976-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 in office

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.

Microfilm master: Retain in State Archives permanently.

AGENCY: Wellsville (Utah)

SERIES: 23586
TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 23589 3
TITLE: Board of Adjustment minutes
DATES: 1972-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 in office

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

AGENCY: Wellsville (Utah)

SERIES: 23589
TITLE: Board of Adjustment minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 3.

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 28138 3
TITLE: Cemetery burials index
DATES: 1868-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains cards listing each individual buried in the cemetery. The cards are used as a quick reference to look up individuals by name. In addition to names, the cards list date of death and burial location.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

This series has administrative and historical value as an aid in identifying individuals buried in the cemetery and in accessing information in other cemetery records.

AGENCY: Wellsville (Utah)

SERIES: 28138
TITLE: Cemetery burials index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 28133 3
TITLE: Cemetery interment register
DATES: 1880-2010.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has administrative, legal, and historical value as documentation of burials and plot ownership in the cemetery.

AGENCY: Wellsville (Utah)

SERIES: 28133
TITLE: Cemetery interment register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 28135 3
TITLE: Cemetery lot files
DATES: ca. 1860-
ARRANGEMENT: Numerical by block and lot number.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains cards for each lot in the cemetery and are used to track where individuals are buried. The cards have a space for information on eight burials in each lot and include information such as name of the deceased, names of parents and spouse, birth date and place, death date and place, date of burial, funeral director, lot owner, and purchase date. 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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This series has administrative, legal, and historical value as documentation of burials in the cemetery and ownership of cemetery lots.

AGENCY: Wellsville (Utah)

SERIES: 28135
TITLE: Cemetery lot files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 28167 3
TITLE: Cemetery map
DATES: Undated.
ARRANGEMENT: None.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains a map showing the layout of the cemetery with roads, blocks, lots, and lot owners. It was created in 1971 and approved by the Wellsville City Council. The map was modified and reprinted in 1996 from a computer file. Handwritten information has been added since that time. These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Paper copy: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 7.

This series has permanent historical value as documentation of the cemetery layout and the location and identity of burials.

AGENCY: Wellsville (Utah)

SERIES: 28167
TITLE: Cemetery map

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 13506 3
TITLE: Council minutes
DATES: 1866-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain until microfilmed.

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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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Wellsville (Utah)

SERIES: 13506
TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 28136 3
TITLE: Mayors' photographs
DATES: 1866-
ARRANGEMENT: Chronological by term.

ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains portrait photographs of Wellsville City mayors. The photographs were collected by Wellsville City for display in the city council chambers.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This series has permanent historical value as documentation of those who have served as mayor of Wellsville.

PRIMARY CLASSIFICATION:

Public

AGENCY: Wellsville (Utah)

SERIES: 23588 3
TITLE: Municipal code
DATES: 1999-
ARRANGEMENT: Numerical by title and chapter number. Recent amendments have not yet been codified and are in front of book.
ANNUAL ACCUMULATION: 0.20 cubic feet.
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 in office.

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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Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Wellsville (Utah)

SERIES: 23588
TITLE: Municipal code

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Wellsville (Utah)

SERIES: 23590 3
TITLE: Planning and Zoning Commission minutes
DATES: 1976-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain in office.

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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Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Wellsville (Utah)

SERIES: 23590
TITLE: Planning and Zoning Commission minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:
Public