

# Retention and Classification Report

**Agency:** Wendover (Utah) (1312)

Government Complex  
920 E. Wendover Blvd., P.O. Box 430  
Wendover, UT 84083  
435-665-7030

**Records Officer:** Mariah Murphy

27415	City Attorney Files
28550	City Council minutes
28554	Ordinances
28556	Resolutions

**AGENCY:** Wendover (Utah)

**SERIES:** 27415

3

**TITLE:** City Attorney Files

**DATES:** 2010-

**ARRANGEMENT:** Chronological by year and thereunder numerical by box number

**DESCRIPTION:**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

**RETENTION:**

Retain 11 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**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 for 1 year after litigation is resolved and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 5.

**AGENCY:** Wendover (Utah)

**SERIES:** 27415

**TITLE:** City Attorney Files

(continued)

**PRIMARY CLASSIFICATION:**  
Protected 63G-2-305

**AGENCY:** Wendover (Utah)

**SERIES:** 28550

3

**TITLE:** City Council minutes

**DATES:** 1950-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**STATE RECORDS COMMITTEE STATUS:**

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

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

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

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Wendover (Utah)

**SERIES:** 28550

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

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

This series has permanent historical value as primary documentation of the operation of the city and the decisions and actions taken by the city council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wendover (Utah)

**SERIES:** 28554

3

**TITLE:** Ordinances

**DATES:** 1950-

**ARRANGEMENT:** Chronological by date of adoption and numerical by ordinance number.

**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 (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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

This series has permanent historical value as documentation of the legislation enacted by the town board and city council.

**AGENCY:** Wendover (Utah)

**SERIES:** 28554

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wendover (Utah)

**SERIES:** 28556

3

**TITLE:** Resolutions

**DATES:** 1950-

**ARRANGEMENT:** Numerical by resolution number and generally chronological by date of adoption.

**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 (2010)).

**STATE RECORDS COMMITTEE STATUS:**

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

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

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

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

This series has permanent historical value as documentation of official statements and actions taken by the city council.



**AGENCY:** Wendover (Utah)

**SERIES:** 28556

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public