

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 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: 04/20/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Legal

AGENCY: Wendover (Utah)

SERIES: 27415

TITLE: City Attorney Files

(continued)

PRIMARY DESIGNATION:

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).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 60.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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 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 DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07/17/2014

FORMAT MANAGEMENT:

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 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 DESIGNATION:

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)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 07/17/2014

FORMAT MANAGEMENT:

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 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 DESIGNATION:

Public