

# Retention and Classification Report

**Agency:** Wellington (Utah) (1313)

City Hall  
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**Records Officer:** Johnny Powell

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**AGENCY:** Wellington (Utah)

**SERIES:** 22241

3

**TITLE:** Accident reports

**DATES:** unknown-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Wellington (Utah)

**SERIES:** 22241

**TITLE:** Accident reports

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 41-6-42 (2008)

**AGENCY:** Wellington (Utah)

**SERIES:** 22209

3

**TITLE:** Accounts payable

**DATES:** undated

**ARRANGEMENT:** Alphabetical by vendor

**DESCRIPTION:**

These records are used to document paying city bills. They include copies of checks, invoices, purchase orders, and receiving reports.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22567

3

**TITLE:** Annual financial reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)). Statistical reports on the financial affairs of the entire city annually, subsidiary ledgers and journals are included with the annual report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** Wellington (Utah)

**SERIES:** 22567

**TITLE:** Annual financial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22236

3

**TITLE:** Arrest reports

**DATES:** unknown-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 6.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Wellington (Utah)

**SERIES:** 22236

**TITLE:** Arrest reports

(continued)

**SECONDARY DESIGNATION(S):**

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

**AGENCY:** Wellington (Utah)

**SERIES:** 25812

3

**TITLE:** Audit reports

**DATES:** 1933-

**ARRANGEMENT:** Chronological by year

**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.

Microfilm duplicate: Retain in Regional Repository permanently.

**AGENCY:** Wellington (Utah)

**SERIES:** 25812

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22573

3

**TITLE:** Bank statements

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22566

3

**TITLE:** Billing adjustment records

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures. It is a computer generated record.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)(d) (2008)

**AGENCY:** Wellington (Utah)

**SERIES:** 22214

3

**TITLE:** Billing report printout

**DATES:** ca. 1989-

**ARRANGEMENT:** Chronological by day, thereunder numerical by receipt number

**DESCRIPTION:**

These computer printouts are titled: cash receipting update file, cash receipting GL update file, and payment register file. They include daily billing transactions, deleted accounts, accounts transferred, adjustments posted, and reported balance.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to Agency Record Center. Retain in Agency Record Center for 30 months and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22210

3

**TITLE:** Business license files

**DATES:** ca. 1984-

**ARRANGEMENT:** Alphabetical by business name

**DESCRIPTION:**

These files contain information on all business licenses issued in the city. They contain the application, proof of payment, and approval forms from regulatory departments, and a copy of the business license.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 77.

**AUTHORIZED:** 05/09/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22210

**TITLE:** Business license files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Wellington (Utah)

**SERIES:** 22240

3

**TITLE:** Case reports

**DATES:** unknown

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports. These reports specifically include arrest, DUI, assault, accidents and all other incidents.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Wellington (Utah)

**SERIES:** 22240

**TITLE:** Case reports

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Wellington (Utah)

**SERIES:** 25811

3

**TITLE:** Cemetery records

**DATES:** 1886-

**ARRANGEMENT:** Alphabetical by name

**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.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Wellington (Utah)

**SERIES:** 25811

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22572

3

**TITLE:** Checkbook stubs

**DATES:** 1989-

**ARRANGEMENT:** Chronological , thereunder numerical

**DESCRIPTION:**

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 32.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22570

3

**TITLE:** City Council minutes

**DATES:** 1930-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings of Wellington city. 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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** //

**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.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

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

**AGENCY:** Wellington (Utah)

**SERIES:** 22570

**TITLE:** City Council minutes

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Wellington (Utah)

**SERIES:** 22234

3

**TITLE:** City scrapbook

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain a chronological record of the city. They include photographs, newspaper clippings and other items pertaining to the activities, actions, and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 25810

3

**TITLE:** Council minutes

**DATES:** 1907-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**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:** 03/23/2005

**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.

Microfilm duplicate: Retain in Regional Repository permanently.

**AGENCY:** Wellington (Utah)

**SERIES:** 25810

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22242

3

**TITLE:** Daily activity reports

**DATES:** unknown-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 3.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22571

3

**TITLE:** Daily cash report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22213

3

**TITLE:** Deed register/payment records

**DATES:** 1907-

**ARRANGEMENT:** Alphanumerical by lot, space, row

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid and owing, perpetual care record, date issued, and certificate number and "Burial Right" Registers.

**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.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22574

3

**TITLE:** Deposit slips

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22208

3

**TITLE:** Dog license records

**DATES:** ca. 1979-

**ARRANGEMENT:** Alphabetical in computer, hard copy - chronological by date  
thereunder numerical by license number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

**AUTHORIZED:** 02/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Wellington (Utah)

**SERIES:** 22208

**TITLE:** Dog license records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22237

3

**TITLE:** Evidence log

**DATES:** unknown-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 58.

**AUTHORIZED:** 05/16/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Wellington (Utah)

**SERIES:** 22238

3

**TITLE:** Firearms qualification records

**DATES:** unknown-

**ARRANGEMENT:** Training file thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

**RETENTION:**

Retain 2 years after separation of termination of employee.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation or termination of employee and then destroy.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Wellington (Utah)

**SERIES:** 22575

3

**TITLE:** General ledger

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22235

3

**TITLE:** Impounded vehicles reports

**DATES:** unknown-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

**RETENTION:**

Retain in office for three years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 30.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Wellington (Utah)

**SERIES:** 22235

**TITLE:** Impounded vehicles reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22212

3

**TITLE:** Lot book

**DATES:** 1907-

**ARRANGEMENT:** Alphanumerical by row, lot, space

**ANNUAL ACCUMULATION:**

**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.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22568

3

**TITLE:** Ordinances

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical, thereunder numerical

**ANNUAL ACCUMULATION:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** //

**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.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 25815

3

**TITLE:** Ordinances

**DATES:** 1948-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**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:** 03/23/2005

**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.

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**AGENCY:** Wellington (Utah)

**SERIES:** 25815

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22569

3

**TITLE:** Planning and zoning minutes

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)). The minutes of regular, special and emergency meeting of the official municipal planning and zoning commission. They include date , time, and place of meeting, name of members present and absent: substance of all the matters proposed, discussed or decided, and a record of individual member votes, name of all citizens who appeared and the substance in grief of their testimony and any other information that any member requests be entered in the minutes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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**AGENCY:** Wellington (Utah)

**SERIES:** 22569

**TITLE:** Planning and zoning minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 25816

3

**TITLE:** Planning and zoning minutes

**DATES:** 1979-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (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:** 03/13/2015

**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.

**AGENCY:** Wellington (Utah)

**SERIES:** 25816

**TITLE:** Planning and zoning minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

Administrative Historical  
Minutes have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22211

3

**TITLE:** Plot index book

**DATES:** 1907-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, deed number, date interred, location of grave by plot, and page in lot book.

**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:** 02/19/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22215

3

**TITLE:** Receipt register

**DATES:** ca. 1907-

**ARRANGEMENT:** Chronological by day, thereunder receipt number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are computer generated receipts and reports issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 16.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 25814

3

**TITLE:** Resolutions

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**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 (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 MUN 18, Item 22.

**AUTHORIZED:** 03/23/2005

**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.

Microfilm duplicate: Retain in Regional Repository permanently.

**AGENCY:** Wellington (Utah)

**SERIES:** 25814

**TITLE:** Resolutions

(continued)

**APPRAISAL:**

Administrative Historical

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 22239

3

**TITLE:** Traffic citations

**DATES:** unknown-

**ARRANGEMENT:** Numerical by citation number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 48.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wellington (Utah)

**SERIES:** 18093

3

**TITLE:** Utility customer records

**DATES:** undated

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain 3 years after account closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)(d) (2008)