

# Retention and Classification Report

**Agency:** Alpine (Utah) (1379)

20 North Main Street  
Alpine, UT 84004  
801-756-6347

**Records Officer:** Shane Sorensen

06629	Board of Adjustment minutes
29357	Budgets
06615	Council minutes
29246	General Plan
06624	*Justice docket
06649	Ordinances
06621	Planning Commission minutes

**AGENCY:** Alpine (Utah)

**SERIES:** 6629

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**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 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 Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alpine (Utah)

**SERIES:** 29357

3

**TITLE:** Budgets

**DATES:** 2010-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 68.

**AUTHORIZED:** 07/21/2017

**FORMAT MANAGEMENT:**

**APPRAISAL:**

Administrative Fiscal Historical

**AGENCY:** Alpine (Utah)

**SERIES:** 6615

3

**TITLE:** Council minutes

**DATES:** 1867-

**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. 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:** 02/19/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Alpine (Utah)

**SERIES:** 29246

**TITLE:** General Plan

**DATES:** 2008-

**ARRANGEMENT:** N/A

**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" (Utah Code 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" (Utah Code 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 c 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" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** Alpine (Utah)

**SERIES:** 29246

**TITLE:** General Plan

(continued)

**AUTHORIZED:** 07/11/2017

**FORMAT MANAGEMENT:**

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Alpine (Utah)

**SERIES:** 6624

3

**TITLE:** Justice docket

**DATES:** 1876-1890.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Actions taken of charges brought before the Justice. The records contain the name, date, charges, circumstances, and disposition of the case.

**RETENTION:**

Retain permanently or until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alpine (Utah)

**SERIES:** 6649

3

**TITLE:** Ordinances

**DATES:** 1855-

**ARRANGEMENT:** Numerical by subject title

**TOTAL VOLUME:**

**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:** 02/21/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Records Center permanently.

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Alpine (Utah)

**SERIES:** 6621

3

**TITLE:** Planning Commission minutes

**DATES:** 1956-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**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 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Alpine (Utah)

**SERIES:** 6621

**TITLE:** Planning Commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.