

Retention and Classification Report

Agency: Cannonville (Utah) (139)

Community Center
25 South Redrock Dr, PO Box 180075
Cannonville, UT 84718
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Records Officer: Tom Shakespeare

24368 Audits
24393 *Bryce Valley communities (Cannonville, Henrieville, Tropic)
24366 Council minutes
24369 *Ordinance-zoning/subdivision
24367 Ordinances
24394 Water studies and plans

AGENCY: Cannonville (Utah)

SERIES: 24368

3

TITLE: Audits

DATES: 1975-1984; 1994-1995; 1998; 2000-

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Cannonville (Utah)

SERIES: 24368

TITLE: Audits

(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: Cannonville (Utah)

SERIES: 24393

TITLE: Bryce Valley communities (Cannonville, Henrieville, Tropic) planning and zoning study

3

DATES: 1976.

ARRANGEMENT: Chronological

DESCRIPTION:

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

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 20, Item 11.

AUTHORIZED: 09/06/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

AGENCY: Cannonville (Utah)

SERIES: 24393

TITLE: Bryce Valley communities (Cannonville, Henrieville, Tropic) planning and zoning study

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24366

3

TITLE: Council minutes

DATES: 1938-1976; 1978-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) 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) (1997) 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:

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: 09/03/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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AGENCY: Cannonville (Utah)

SERIES: 24366

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24369

3

TITLE: Ordinance-zoning/subdivision

DATES: 1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

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 20, Item 13.

AUTHORIZED: 09/03/2002

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Cannonville (Utah)

SERIES: 24369

TITLE: Ordinance-zoning/subdivision

(continued)

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24367

3

TITLE: Ordinances

DATES: 1949-1996; 1998-

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 (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: 09/03/2002

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AGENCY: Cannonville (Utah)

SERIES: 24367

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: Cannonville (Utah)

SERIES: 24394

3

TITLE: Water studies and plans

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are research based reports completed by outside consultants on specific water problems or conditions. These reports include recommendations and may be an extension of the master plan. They include the following reports: Cannonville Town Culinary water study (October 1998), Cannonville Town wastewater study (December 1998), Cannonville municipal water system source protection plan (January 1999), Cannonville Town Wastewater study (May 1999), Cannonville Town water management technical and financial plan (July 1999), and the Municipal water system preliminary evaluation report (2000).

RETENTION:

Retain permanently.

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

AUTHORIZED: 09/06/2002

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APPRAISAL:

AGENCY: Cannonville (Utah)

SERIES: 24394

TITLE: Water studies and plans

(continued)

PRIMARY DESIGNATION:

Public