

# Retention and Classification Report

**Agency:** East Layton (Utah). City Commission (1549)  
437 n wasatch drive  
layton, UT 84041

## Records Officer

85042 \*Audit reports  
13050 Bond records  
85150 Building permits  
85012 City Council minutes  
13051 Criminal justice dockets  
10884 \*History  
84897 \*Municipal revenue bonds  
84864 Ordinances  
85162 \*Planning Commission minutes

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85042

4

**TITLE:** Audit reports

**DATES:** i 1964-1979.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city and compares them to the city's expenditures to evaluate the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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.

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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.

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85042

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 13050

3

**TITLE:** Bond records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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.

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

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

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 13050

**TITLE:** Bond records

(continued)

**APPRAISAL:**

Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 2.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85150

4

**TITLE:** Building permits

**DATES:** i 1954-

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**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.

Microfilm duplicate: For records beginning in 1954 through 1978. Retain in State Archives permanently.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85012

4

**TITLE:** City Council minutes

**DATES:** i 1937-

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

Microfilm duplicate: For records beginning in 1937 through 1978.  
Retain in State Archives permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85012

**TITLE:** City Council minutes

(continued)

**SECONDARY CLASSIFICATION(S):**

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



**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 13051

1

**TITLE:** Criminal justice dockets

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 10884

3

**TITLE:** History

**DATES:** 1970.

**ARRANGEMENT:** None

**DESCRIPTION:**

The information presented here was compiled from the town records and personal knowledge of senior citizens of the town.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 84897

4

**TITLE:** Municipal revenue bonds

**DATES:** i 1937-1949.

**ARRANGEMENT:** Numerical by series number.

**DESCRIPTION:**

The governing body of the municipality levies the assessment based on an ordinance or resolution. These bonds are payable only from funds collected from extensions and improvements on revenue producing facilities such as water and sewer services or public utilities. To obtain a bond bids are received and reviewed. The bonds are sold at a set price and mature within a given time period as they accrue interest. Information includes state, county and city that issues the bond; series number and date; amount of the bond; legal stipulations and rate per annum; and the mayor and city recorder's signatures. The debt must be for projects located in the lawful limits of the city according to law.

**RETENTION:**

Retain 40 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

Microfilm duplicate: For records beginning in 1937 through 1949.  
Retain in Office for 40 years and then destroy.

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 84864

4

**TITLE:** Ordinances

**DATES:** i 1939-

**ARRANGEMENT:** Numerical by ordinance number.

**DESCRIPTION:**

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

Microfilm duplicate: For records beginning in 1939 through 1970.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1939 through 1970.  
Retain in State Archives permanently.

**APPRAISAL:**

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

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

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 84864

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** East Layton (Utah). City Commission

**SERIES:** 85162

4

**TITLE:** Planning Commission minutes

**DATES:** i 1952-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These minutes are of meeting sand hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

Microfilm duplicate: For records beginning in 1952 through 1978.  
Retain in State Archives permanently.