

Retention and Classification Report

Agency: Cedar City (Utah) (174)

10 North Main Street
Cedar City, UT 84720
435-586-2950

Records Officer: KariAne Coleman

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85148 *Birth and death records
23575 Board of adjustment minutes
28229 *Cemetery burial card file
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24069 Treasurer's accounts

AGENCY: Cedar City (Utah)

SERIES: 24068
TITLE: Account register

3

DATES: 1884-1904.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

The handwritten register documents accounts maintained by the city clerk. It includes city purchases, a bank account register, and a salary register. An alphabetical index is located at the back of the book.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

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 until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently after being microfilmed.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Cedar City (Utah)

SERIES: 24068

TITLE: Account register

(continued)

APPRAISAL:

Historical

This disposition is based solely on the records secondary value in documenting the early financial affairs of Cedar City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 85148

4

TITLE: Birth and death records

DATES: i 1905-1921.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

Birth and death records, kept with the city for the purpose of legally declaring a birth or death and registering the increase or decrease in city population. This record show changes in demographics, and includes information about dates, sex, cause of death, physical description at birht, kinship, and doctor. In 1905 the responsibility of recording births and deaths for cities in the state of Utah was transferred to the Department of Health, Division of Vital Statistics.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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 Office permanently.

Microfilm master: Retain in State Records Center permanently.

Paper: Retain in Office until administrative need ends and then destroy.

AGENCY: Cedar City (Utah)

SERIES: 85148

TITLE: Birth and death records

(continued)

APPRAISAL:

Administrative

This disposition to retain only at the local level is based on the records' duplicate nature. Series 81443, Birth certificates; and series 81448, Death certificates from Health-Vital Statistics contain the same information that is on these records from Vital Statistics.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23575

4

TITLE: Board of adjustment minutes

DATES: 1988-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

The board of adjustment meets monthly to consider appeals to Cedar City zoning decisions and to hear petitions for variances or special exceptions to zoning specifications (Utah Code Annotated, 10-9-103(1), 1997). The board consists of five members and alternate members as the chief executive officer considers appropriate (UCA 10-9-701(2)(a) 1997). In the minutes the secretary summarizes considerations brought before the board. The majority of requests are for variances to home occupation, such as home owner requests to operate commercial activities from their homes. The secretary reports the date and time of meeting, the names of those present, and records the board's decision on each consideration. When voting is not unanimous the minutes report who voted for and against. Beginning in 1994 the minutes begin to include some home inspection reports. 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". 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". The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

AGENCY: Cedar City (Utah)

SERIES: 23575

TITLE: Board of adjustment minutes

(continued)

FORMAT MANAGEMENT:

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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 with authority to weed.

APPRAISAL:

Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28229

3

TITLE: Cemetery burial card file

DATES: 1858-1992.

ARRANGEMENT: Alphabetical by name of the deceased.

TOTAL VOLUME:

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

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 disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

These records have permanent historical value as documentation of the individuals buried in the cemetery.

AGENCY: Cedar City (Utah)

SERIES: 28229

TITLE: Cemetery burial card file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28228

3

TITLE: Cemetery burial records

DATES: ca. 1870-1991.

ARRANGEMENT: Alphabetical by surname of the deceased.

TOTAL VOLUME:

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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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 disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

These records have permanent historical value as documentation of the individuals buried in the cemetery.

AGENCY: Cedar City (Utah)

SERIES: 28228

TITLE: Cemetery burial records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23618

4

TITLE: Cemetery deeds

DATES: 1900-ongoing

ARRANGEMENT: chronological by certificate number with subsequently created documents filed immediately after the original certificate.

TOTAL VOLUME:

DESCRIPTION:

The Cedar City recorder keeps a record of cemetery deeds, more recently called certificates of burial rights(Compiled Laws of Utah 15-10-632x5, 632x6, 1907). Cemetery deeds convey ownership of cemetery plots from the city mayor to individuals. Each deed includes the date of creation and recording, describes the cemetery plot involved, names the recipient and verifies that payment was made. In addition to cemetery deeds the Cedar City books contain other related documents including deeds or assignments transferring burial rights from the original purchaser to someone else, and affidavits and letters discussing the owner's wishes regarding the cemetery plot.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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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.

AGENCY: Cedar City (Utah)

SERIES: 23618

TITLE: Cemetery deeds

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

Cedar City cemetery deeds document ownership of cemetery plots in the city cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28218

3

TITLE: Cemetery interment register

DATES: 1860-1979.

ARRANGEMENT: Chronological by burial date.

TOTAL VOLUME:

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has permanent historical value as documentation of the death and burial of individuals.

AGENCY: Cedar City (Utah)

SERIES: 28218

TITLE: Cemetery interment register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28231

3

TITLE: Cemetery lot files

DATES: 1904-1991.

ARRANGEMENT: Alphanumerical by plat, block, and lot designation.

TOTAL VOLUME:

DESCRIPTION:

This series contains card files documenting lot ownership and burial rights in the cemetery. The pre-printed 5" x 8.5" cards include spaces to records such information as the owner name, address, location of plot, purchase price, purchase date, and certificate or deed number.

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.

Paper: Retain in Office permanently.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 2.

This series has permanent administrative, legal, and historical value as documentation of plot ownership and burial rights in the cemetery.

AGENCY: Cedar City (Utah)

SERIES: 28231

TITLE: Cemetery lot files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28230

3

TITLE: Cemetery lot owners index file

DATES: 1950-1988.

ARRANGEMENT: Alphabetical by owner name.

TOTAL VOLUME:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

These records have permanent historical value as documentation of the individuals buried in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28279

3

TITLE: City and cemetery map

DATES: 1902.

ARRANGEMENT: None.

TOTAL VOLUME:

DESCRIPTION:

This series contains a blueprint copy of a map of Cedar City. The map was created by the city surveyor and accepted by the city council in 1902. It shows streets, blocks, lots, property owners, township and range sections, and an inset map of the city cemetery. Because it includes the city cemetery, this copy of the map was used by the cemetery sexton's office.

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.

Paper: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 7.

This series has permanent historical value as documentation of the physical layout of the city and the cemetery.

AGENCY: Cedar City (Utah)

SERIES: 28279

TITLE: City and cemetery map

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 85021

4

TITLE: City Council minutes

DATES: 1873-1883; 1891-1896; 1900-

ARRANGEMENT: Chronological according to date of entry

TOTAL VOLUME:

DESCRIPTION:

The minutes of the Cedar City city council summarize the discussions held at council meetings. The city council consists of the mayor and council members, who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101, also Revised Ordinances, Cedar City, 1937, 5-50-68). The council, which meets twice monthly, is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, and regulating activity within the city. The city council manages city finances, and from 1900 to 1950 details of city expenditures were included in the city council minutes. The council regulates activities within the city, such as traffic, liquor sales, day care, and other commercial activity. Over the years the Cedar City city council has initiated and maintained many community improvements. These included an irrigation system, a slaughter house, school buildings, and a city hall during the 19th century. In the early 20th century, Cedar City erected telegraph lines, established a public library and gymnasium, installed new street lights, paved streets, and built a reservoir. The city council helped sponsor WPA projects in the 1930s and established a fire department. They worked to get a four year college in Cedar City in the 1940s. From 1939 to 1970 the council put much effort into the development of a municipal airport. In the later 20th century the city council lent support to the Shakespearean Festival, the construction of I-15, and the creation of the Iron Mission Museum. They established a planning commission in 1945, to assist in planning city development and in working on zoning ordinances and building codes. They established a redevelopment agency in 1980 to make and carry out plans for revitalizing downtown Cedar City.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

AGENCY: Cedar City (Utah)

SERIES: 85021

TITLE: City Council minutes

(continued)

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

The city council minutes summarize the activities and concerns of the Cedar City city council.

PRIMARY CLASSIFICATION:

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

AGENCY: Cedar City (Utah)

SERIES: 23573

4

TITLE: Codified ordinances

DATES: 1903-

ARRANGEMENT: Chronological by year of publication.

TOTAL VOLUME:

DESCRIPTION:

The city council published codified ordinances for Cedar City in 1903, and then revised and republished the ordinances every ten to twenty years thereafter. The ordinance books contain the complete updated and simplified code of all general or permanent ordinances enacted by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by law (See Utah Code, 1991, 10-3-707). Each book of codified ordinances defines the boundaries for Cedar City and establishes guidelines for city government including statutes governing the enactment of new ordinances. Codified ordinances define the responsibilities of all city officials including mayor, city council, city recorder, treasurer, sexton, marshal, city attorney and justice of the peace. Ordinances define misdemeanors and nuisances, and they specify regulations for various activities such as liquor sales, activities at dance halls, peddling, and merchandising. planning Ordinances regulate traffic and public works such as the sewer and water works. Ordinances also define codes for building and such things as plumbing and electric wiring. They establish and define the responsibilities of city agencies such as the redevelopment agency, the board of adjustment and the planning commission.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Cedar City (Utah)

SERIES: 23573

TITLE: Codified ordinances

(continued)

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 85049

4

TITLE: Deeds and transfers

DATES: i 1885-1891.

ARRANGEMENT: Alphabetical by name of property

TOTAL VOLUME:

DESCRIPTION:

Deeds record information about the ownership of property within the municipal boundaries. Information includes name of owner; addresses of grantor and grantee; description of property; and date property was transferred to grantor.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

Microfilm duplicate: For records beginning in 1885 through 1891. Retain in State Archives permanently.

AGENCY: Cedar City (Utah)

SERIES: 23505

4

TITLE: Expense ledgers

DATES: 1906-1942.

ARRANGEMENT: By year groupings, thereunder by topic, and thereunder chronological.

TOTAL VOLUME:

DESCRIPTION:

Expense ledgers itemize expenditures for the city, including salaries paid to city officials; expenses for maintaining streets, sidewalks, city library, park, cemetery, water systems, ditches, and dams; and for other costs, such as feeding prisoners, paying jury members and witnesses, paying interest on city bonds, and paying costs of electricity, printing and publishing, and putting on July celebrations. Year-end financial summary reports are also included for 1909-1922.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2001.

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Cedar City (Utah)

SERIES: 23505

TITLE: Expense ledgers

(continued)

APPRAISAL:

Historical

This disposition is based on the record's secondary research value of documenting Cedar City's financial affairs. It is one of the community's oldest financial records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23579

4

TITLE: Library accounting ledger

DATES: 1912-1914.

ARRANGEMENT: Divided by topic, thereunder chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

The library accounting ledger contains a bank statement for 1912 and a few pages listing expenses for various things, such as books, electricity, ward hall rental, librarian salary, magazines and newspapers. There are a few receipts and year-end reports of library expenses for 1913-1914.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2001.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Cedar City (Utah)

SERIES: 23579

TITLE: Library accounting ledger

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the record's secondary research value of documenting the library purchases including books. It is the library's earliest financial record.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23720

3

TITLE: Meter changeout information records

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document the installation, repair, testing and replacement of meters. They include account number, address, date of initial installation or replacement, date of repair and remarks.

RETENTION:

Retain 1 year after meter is destroyed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 for 1 year after meter is destroyed and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 24.

AGENCY: Cedar City (Utah)

SERIES: 23720

TITLE: Meter changeout information records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 3759

4

TITLE: Ordinances

DATES: 1853-1956.

ARRANGEMENT: Roughly chronological to 1923; thereafter no order.

ANNUAL ACCUMULATION:

DESCRIPTION:

According to Utah law, the governing body of each municipality shall exercise its legislative powers through ordinances. The governing body may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, or condition authorized by law. (Utah Code, 1988, 10-3-701-702). Ordinances relate to public utilities, city departments and officials, city finances, business licenses, building codes, and etc. Ordinances passed since 1956 have been regularly codified and have not been kept in a separate file.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Cedar City (Utah)

SERIES: 3759

TITLE: Ordinances

(continued)

APPRAISAL:

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

Cedar City ordinances contain ordinances passed by the city council. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 28098

3

TITLE: Patrol briefing

DATES: 2008-

ARRANGEMENT: Chronologically by date.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These documents serve as a hard copy of information collected during shifts to be passed on to the next shift. Information includes identifying officers who have less lethal weapons, the weapon type, and special assignments. They are used to pass the information from shift to shift throughout the day.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 for 3 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 2.

AGENCY: Cedar City (Utah)

SERIES: 28098

TITLE: Patrol briefing

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23574

3

TITLE: Planning commission minutes

DATES: 1945-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Cedar City planning commission minutes are prefaced by a copy of the city ordinance (1945) creating the commission as authorized by Utah law (Laws of Utah, 1945, chapter 23). The ordinance provides for the appointment of a municipal planning commission to regulate the subdivision of land, monitor building, appoint a board of adjustment and enforce regulations. The Cedar City planning commission has seven members. One is also a member of the city council and another also a member of the board of adjustments. The planning commission is responsible for developing a master plan for the physical development of the city, creating official maps, and approving all subdivisions and public construction. In addition to the date and names of those present, the planning commission minutes include a summary of the planning commission's discussion. Issues addressed include the development of a master plan for Cedar City and the zoning requests of specific individuals and businesses. The planning commission manages subdivision development and is involved in building or maintaining public institutions like the airport, hospital, and civic center. They are also involved with issues like city traffic and parking, university housing, and day care and pre-school facilities. The planning commission minutes include several petitions and letters, as well as occasional maps.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

AGENCY: Cedar City (Utah)

SERIES: 23574

TITLE: Planning commission minutes

(continued)

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

The planning commission minutes document city planning which is the foundation for zoning ordinances.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23113

3

TITLE: Police arrest reports

DATES: 1920-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are misdemeanor and felony arrests for adults and/or juveniles. These case files 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. These reports may include witness statements, photos, evidence logs, medical reports, copies of teletypes, and other supplemental investigation reports. Sometimes a copy of the arrest report is sent to the county jail.

RETENTION:

Retain 5 years after case is closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

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 for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Cedar City (Utah)

SERIES: 23113

TITLE: Police arrest reports

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal
General Records Retention Schedule, Schedule 21, Item 3.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9)(2008)

SECONDARY CLASSIFICATION(S):

Private

Public. Initial contact report UCA 63G-2-301 (2)(g)(2008)

AGENCY: Cedar City (Utah)

SERIES: 23114

3

TITLE: Police case files

DATES: 1920-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are reports of 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. Most reports are call to service, information, civil problems or investigations which do not involve arrests. These may include courtesy reports taken for other agencies and unfounded reports where no arrests were made.

RETENTION:

Retain 5 years after case is closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Cedar City (Utah)

SERIES: 23114

TITLE: Police case files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9)(2008)

SECONDARY CLASSIFICATION(S):

Public. Initial contact report

Private

AGENCY: Cedar City (Utah)

SERIES: 23115

3

TITLE: Police DUI (driving under the influence) reports

DATES: 1920-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for driving under the influence (DUI) of alcohol. The original is sent to the Driver License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223) (5)(2000). The report is filed by case number. This case file may include photos, witness statements, medical tests, and other supplemental or investigative reports. If the DUI results in death/homicide the record will be maintained as a part of records series 23112, Homicide, suicide and theft of public funds case files.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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 for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Cedar City (Utah)

SERIES: 23115

TITLE: Police DUI (driving under the influence) reports

(continued)

APPRAISAL:

Administrative Legal

This records series matches with Municipal General Retention Schedule item 21-6, however the agency has determined that they need to maintain them for 5 years.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(b)(2008); UCA 63G-2-302 (3)(c)(2008)

AGENCY: Cedar City (Utah)

SERIES: 23072

3

TITLE: Police fatal accident reports

DATES: 1950-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document traffic accidents which resulted in one or more fatalities investigated by the police department. The report usually includes complete information on all vehicles 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 (UCA 41-6-35 (2000)), and is maintained for seven years. Reports may include witness statements, photos, toxicology reports and medical reports.

RETENTION:

Retain office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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.

APPRAISAL:

Administrative Historical Legal

Although this records series does match with item 21-3 of the Municipal General Retention Schedule, the agency has determined that there is value in maintaining this records series permanently for historical purposes and as a resource for tracking the causes of, and contributing factors to, fatal

AGENCY: Cedar City (Utah)

SERIES: 23072

TITLE: Police fatal accident reports

(continued)

accidents in Cedar City.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (38)(2008)

SECONDARY CLASSIFICATION(S):

Exempt. UCA 41-6-40 (2008)

AGENCY: Cedar City (Utah)

SERIES: 23112

3

TITLE: Police homicide, suicide and theft of public funds case files

DATES: 1980-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These case files are created as a result of homicide, suicide, or theft of public funds complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

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 for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Cedar City (Utah)

SERIES: 23112

TITLE: Police homicide, suicide and theft of public funds case files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 58.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9)(2008)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Cedar City (Utah)

SERIES: 23068

3

TITLE: Police non-reportable accidents

DATES: 1950-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document non-reportable traffic accidents investigated by the police department. A non-reportable accident is an accident where the total damage to all involved vehicles is less than \$1000, no injuries have occurred and the cases are considered closed (UCA 41-6-35 (1)(2000). Non-reportable accidents also include accidents which occur on private property. The report usually includes complete information on damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is kept at the police department.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 for 3 years and then destroy.

AGENCY: Cedar City (Utah)

SERIES: 23068

TITLE: Police non-reportable accidents

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal
General Records Retention Schedule, Schedule 21, Item 1.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (38)(2008)

SECONDARY CLASSIFICATION(S):

Exempt. UCA 41-6-40 (2008)

AGENCY: Cedar City (Utah)

SERIES: 23069

3

TITLE: Police reportable accident reports

DATES: 1950-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

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. These are accidents where damage exceeds \$1000, and are on public property. Also included are hit and run accidents and injury accidents where death does not occur. Witness statements and photographs may be a part of the report. The original report is sent to the State Department of Public Safety (UCA 41-6-35 (2000)), and is maintained for seven years.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 for 3 years and then destroy.

AGENCY: Cedar City (Utah)

SERIES: 23069

TITLE: Police reportable accident reports

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal
General Records Retention Schedule, Schedule 21, Item 1.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (38)(2008)

SECONDARY CLASSIFICATION(S):

Exempt. UCA 41-6-40 (2008)

AGENCY: Cedar City (Utah)

SERIES: 25211

3

TITLE: Publications

DATES: 1990-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Cedar City or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Master Plan" (1990): 'This Master Plan is a policy document reflecting the general interests of the community and is designed to guide decisions and establish priorities affecting the future character of Cedar City' (Introduction p. 7)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Cedar City (Utah)

SERIES: 25211

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23603

4

TITLE: Redevelopment agency minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The city council organized the redevelopment agency in June 1980 for the purpose of revitalizing downtown Cedar City. According to established guidelines (Utah Code, Unannotated, 1991, 17A-2-1101 t 17A-2-1191.51) redevelopment agencies can be organized to improve or rehabilitate blighted areas. In accordance with the law, the Cedar City redevelopment agency selected and defined a project area for rehabilitation. Working with both the city council and the planning commission, the redevelopment agency developed plans and implemented improvements in the downtown area. The redevelopment agency minutes document the formulation and implementation of these plans. The agency's stated goals were to: build a downtown area that would better serve all Cedar City citizens; provide adequate public facilities for city government and a public library; maximize tax revenue; and protect and enhance a downtown business district. These plans involved the demolition of an old jail and other buildings; the development of a retail area, particularly a retail grocery project; and the development of a city park. Originally the redevelopment agency discussed building an Iron County convention center and talked about getting an MX missile site near Cedar City. Cedar City officials hoped that redevelopment would make Cedar City a regional center. Throughout, the minutes suggest that redevelopment plans were controversial.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

AGENCY: Cedar City (Utah)

SERIES: 23603

TITLE: Redevelopment agency minutes

(continued)

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

Redevelopment agency minutes document Cedar City downtown development.

PRIMARY CLASSIFICATION:

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

AGENCY: Cedar City (Utah)

SERIES: 23502

4

TITLE: Survey record

DATES: 1870-1898.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The survey record book contains surveys of property in the Cedar City area, which is township 36 south at range 11 west of the Salt Lake base line and meridian. Each survey contains a description of the surveyed boundaries. Some entries also include the legal description of the property, the survey date and the name of the person or institution for whom the survey was made. This book also contains a few deeds, a plat map of the Cedar City cemetery and plat maps of the Cedar City survey.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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.

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.

AGENCY: Cedar City (Utah)

SERIES: 23502

TITLE: Survey record

(continued)

APPRAISAL:

Historical

This book contains descriptions of original surveys in Cedar City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 24070

3

TITLE: Tax account book

DATES: 1894-1901.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents water taxes and licensing fees collected in Cedar City. It includes dates, the names of individuals, businesses, or associations making payments, amounts paid, amounts carried over to general ledger, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

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 until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Cedar City (Utah)

SERIES: 24070

TITLE: Tax account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary historical value in documenting both business development and municipal services. This volume is one of the oldest records of this type in southern Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 23503

4

TITLE: Tax sale record book

DATES: 1896-1902.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The tax sale record book documents the sale of real property for delinquent taxes. Entries include the property owner's name, a property description, the amount of taxes owed, the cost of sale, the amount of bid, date of sale, date of redemption, the name of person redeeming the property and a description of what portion of lot or tract sold for taxes.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1995.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Cedar City (Utah)

SERIES: 23503

TITLE: Tax sale record book

(continued)

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 11.

The tax sale record book documents early confiscation of property for failure to pay taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cedar City (Utah)

SERIES: 24069

3

TITLE: Treasurer's accounts

DATES: 1888-1900

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The account book is maintained by the city treasurer. It lists payments and amounts by various accounts (e.g., stock account, real estate, water taxes), names of individuals, dates, totals, and subtotals. It also includes various treasurer's reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

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 until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Cedar City (Utah)

SERIES: 24069

TITLE: Treasurer's accounts

(continued)

APPRAISAL:

Historical

This book is based solely on the records secondary historical value. It documents some of the earliest financial accounts in Southern Utah.

PRIMARY CLASSIFICATION:

Public