Retention and Classification Report

Agency: West Valley City (Utah). City Council (1761)

West Valley City Hall
3600 South Constitution Blvd.
West Valley City, UT 84119
801 966-3600

Records Officer

23385	Municipal code
06848	Ordinances
71725	Study council minutes

AGENCY: West Valley City (Utah). City Council

SERIES: 23385 3
TITLE: Municipal code
DATES: 1980-
ARRANGEMENT: numerical by title, chapter, and section/part number

DESCRIPTION:

Municipalities are empowered to "revise, codify, and compile...and to publish in book, pamphlet, or looseleaf form all ordinances." Upon incorporation of West Valley City on July 1, 1980, the West Valley City Commission (forerunner of the city council) adopted as ordinance 80-1 the compiled municipal code. The up-to-date West Valley City Municipal Code is accessible online via the city web site (http://www.ci.west-valley.ut.us, December 2000).

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.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). City Council

SERIES: 6848 4
TITLE: Ordinances
DATES: i 1980-
ARRANGEMENT: Numerical by consecutive ordinance number
DESCRIPTION:

This series is made up of ordinances which have been adopted by the West Valley City Council to govern and maintain the operation of the city for the peace, benefit, and regulation of the municipality. Upon incorporation of West Valley City on July 1, 1980, the West Valley City Commission (forerunner of the city council) adopted as ordinance 80-1 the compiled municipal code. These documents were compiled and maintained by the city recorder, who is required by state statute to keep a record book of all ordinances passed by the city council.

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.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office until microfilmed and then return to creating agency.

Microfilm master: For records beginning in 1980 through 1992. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1980 through 1992. 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: West Valley City (Utah). City Council

SERIES: 6848
TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: West Valley City (Utah). City Council

SERIES: 71725 3
TITLE: Study council minutes
DATES: 1980-
ARRANGEMENT: Chronological
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 until microfilmed.

DISPOSITION:

Retain in agency custody.

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 Office for 2 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: West Valley City (Utah). City Council

SERIES: 71725
TITLE: Study council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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

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

PRIMARY CLASSIFICATION:
Public UCA 52-4-7(3)(2008)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(32)(2008)