Retention and Classification Report

Agency: Vineyard (Utah) (1762)

Vineyard Town Hall
240 East Gammon Road
Vineyard, UT 84058
801 226-1929

Records Officer Pamela Spencer

27429	Ordinances
27430	Resolutions
27431	Town Council Meeting Minutes
27433	Town Homestead Design Review Committee (HDRC) meetir
27432	Town Planning Commission meeting minutes

AGENCY: Vineyard (Utah)

SERIES: 27429 3
TITLE: Ordinances
DATES: 1989-
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.

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: Retain in Office permanently and then microfilm.

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

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

AGENCY: Vineyard (Utah)

SERIES: 27429
TITLE: Ordinances

(continued)

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Vineyard (Utah)

SERIES: 27430 3
TITLE: Resolutions
DATES: 1989-
ARRANGEMENT: Chronological
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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

AGENCY: Vineyard (Utah)

SERIES: 27430
TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Vineyard (Utah)

SERIES: 27431 3
TITLE: Town Council Meeting Minutes
DATES: 1989-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of meetings of the Vineyard Town Council. The Town of Vineyard was incorporated on May 11, 1989. Vineyard is governed by a mayor and four-member town council. Meeting minutes generally are taken by the town clerk. After approval, they are the official record of business. The minutes summarize discussions at council meetings and document all actions and decisions of the council. Recurring issues and other topics of discussion before the Vineyard Town Council include budget, taxes, annexations, ordinances, resolutions, sewer, and water. Since January 2006, meeting minutes have been posted on the town web site (http://www.vineyard.utah.gov/councilminutes.htm). These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Vineyard (Utah)

SERIES: 27431
TITLE: Town Council Meeting Minutes

(continued)

APPRAISAL:

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

Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Vineyard (Utah)

SERIES: 27433 3
TITLE: Town Homestead Design Review Committee (HDRC) meeting minutes
DATES: 2006-
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).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Vineyard (Utah)

SERIES: 27433
TITLE: Town Homestead Design Review Committee (HDRC) meeting minutes

(continued)

APPRAISAL:

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

Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Vineyard (Utah)

SERIES: 27432 3
TITLE: Town Planning Commission meeting minutes
DATES: 1998-
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).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Vineyard (Utah)

SERIES: 27432
TITLE: Town Planning Commission meeting minutes

(continued)

APPRAISAL:

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

Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

PRIMARY CLASSIFICATION:

Public