

Retention and Classification Report

Agency: Centerville (Utah) (184)
250 North Main
Centerville, UT 84014
801-295-3477

Records Officer: Marsha Morrow

05887 *Centerville waterworks map
84958 City Council minutes

AGENCY: Centerville (Utah)

SERIES: 5887

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TITLE: Centerville waterworks map

DATES: 1916.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Map of Centerville showing location of water mains in distributing system.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

Aperture cards: Retain in State Archives permanently with authority to weed.

AGENCY: Centerville (Utah)

SERIES: 84958

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TITLE: City Council minutes

DATES: i 1915-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made 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 ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

STATE RECORDS COMMITTEE STATUS:

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Microfilm duplicate: For records beginning in 1915 through 1977.
Retain in State Archives permanently.