

# Retention and Classification Report

**Agency:** Charleston (Utah) (191)

3010 West 3600 South  
Heber City, UT 84032  
435-654-4033

**Records Officer:** Arlene Buehler

10245	Council minutes
24236	*Interment cards
10246	*Interment register
18211	Ordinances
14137	Personnel files
18212	Resolutions

**AGENCY:** Charleston (Utah)

**SERIES:** 10245

3

**TITLE:** Council minutes

**DATES:** 1958-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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.

**AGENCY:** Charleston (Utah)

**SERIES:** 10245

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Charleston (Utah)

**SERIES:** 24236

4

**TITLE:** Interment cards

**DATES:** 1901-1966.

**ARRANGEMENT:** Numerical by card number.

**DESCRIPTION:**

These cards document some of the individual burials in the Charleston cemetery. The cards include blanks for the name of the sexton; the deceased's name; date and place of birth; name of parents; religious affiliation; date, place, and cause of death; name of medical attendant at time of death; location of grave and type of casket. These cards may initially have been used to document the issuance of deeds to individual graves and payment for plots as early cards contain notes as to when a deed was issued and if payment was made.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This series documents burials in Charleston (Utah).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Charleston (Utah)

**SERIES:** 10246

4

**TITLE:** Interment register

**DATES:** 1901-1991.

**ARRANGEMENT:** Chronological by date of death.

**DESCRIPTION:**

This register documents burials in the Charleston cemetery. Columns include the name of the sexton; the name of the deceased; the deceased's date and place of birth; names of parents; religious affiliation; marital status; date, place, and cause of death; the name of the physician or nurse in attendance at death; and the location of the grave. Not all columns are completed for all individuals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Interment/disinterment registers, GRS-1003.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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:**

These records have historical value(s).  
This register documents burials in Charleston (Utah).

**AGENCY:** Charleston (Utah)

**SERIES:** 10246

**TITLE:** Interment register

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Charleston (Utah)

**SERIES:** 18211

3

**TITLE:** Ordinances

**DATES:** undated

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Ordinances, GRS-1024.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

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

**AGENCY:** Charleston (Utah)

**SERIES:** 18211

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Charleston (Utah)

**SERIES:** 14137

3

**TITLE:** Personnel files

**DATES:** ca. 1984-

**ARRANGEMENT:** Alphabetical by first letter of surname

**DESCRIPTION:**

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s) or until after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Charleston (Utah)

**SERIES:** 18212

3

**TITLE:** Resolutions

**DATES:** undated

**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)).

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resolutions, GRS-1027.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

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:** Charleston (Utah)

**SERIES:** 18212

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public