Retention and Classification Report

Agency: Circleville (Utah) (201)

Community Center
220 South Center, P.O. Box 69
Circleville, UT 84723
435-577-2598

Records Officer Mike Haaland

23924	Annual audits
23925	Council minutes
23926	Ordinances
24051	*Water system improvement file

AGENCY: Circleville (Utah)

SERIES: 23924 3
TITLE: Annual audits
DATES: 1942-1964; 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)). No audits were done from 1965 to 1980.

RETENTION:

Retain in office permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 10/11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Circleville (Utah)

SERIES: 23924
TITLE: Annual audits

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:
Public

AGENCY: Circleville (Utah)

SERIES: 23925 4
TITLE: Council minutes
DATES: 1921-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

The Circleville town council consists of a president (mayor) and four board members who exercise the community's legislative and executive powers (see Utah Code Unannotated, 1992, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Municipal councils are required by law to keep council minutes which summarize all matters proposed, discussed or decided at monthly and special council meetings (Utah Code Unannotated, 1992, 52-4-7). Each set of minutes includes the date and time of the meeting and names those present and absent. The minutes identify any citizens who attended and provide the substance of their statements. Some Circleville council minutes itemize bills approved for payment. The minutes provide information about the outcome of municipal elections and the appointment of town officials.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 10/11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Circleville (Utah)

SERIES: 23925
TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical Legal
Circleville council minutes document actions and discussions of the town council, and provide a basic history of municipal government.

PRIMARY DESIGNATION:
Public

AGENCY: Circleville (Utah)

SERIES: 23926 4
TITLE: Ordinances
DATES: 1921-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

According to Utah law, the governing body of each municipality shall exercise its legislative powers through ordinances. (Utah Code Unannotated, 1991, 10-3-707). In August 1921, shortly after incorporation, the Circleville town council approved and adopted codified ordinances to provide a legal foundation for all aspects of municipal government. They revised codified ordinances in 1926. In addition to these two sets of codified ordinances, the Circleville ordinance book contains a variety of individual ordinances passed by the council.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 10/15/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Circleville (Utah)

SERIES: 23926
TITLE: Ordinances

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APPRAISAL:

Administrative Historical Legal
Circleville ordinances provide the legal foundation for municipal government and document municipal activity.

PRIMARY DESIGNATION:
Public

AGENCY: Circleville (Utah)

SERIES: 24051 1
TITLE: Water system improvement file

DATES: 1992-1994.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

This file documents the administrative process of obtaining a Farm Home Administration (FHA)loan and financially overseeing the upgrading of the Circleville culinary water system. Circleville has forty years to pay the loan. The file includes the application, financial statements, a copy of the ordinance establishing a culinary water system and the agenda for the public meeting, copy of a Circleville water rate and regulation ordinance, the payment schedule, letters between the city and FHA and their engineering firm, and documents illustrating the creation of the required financial accounts.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal
This disposition is based on both the records primary administrative purpose and secondary research value in documenting a significant modernization to the town's culinary water system.

AGENCY: Circleville (Utah)

SERIES: 24051
TITLE: Water system improvement file

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PRIMARY DESIGNATION:
Public