

Retention and Classification Report

Agency: Clinton (Utah) (209)

City Hall
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Clinton, UT 84015
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Records Officer: Lisa Titensor

29370 Budgets
84754 *Cemetery records
29261 General plan
29016 Ordinances

AGENCY: Clinton (Utah)

SERIES: 29370

3

TITLE: Budgets

DATES: 2016-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 68.

AUTHORIZED: 07/21/2017

FORMAT MANAGEMENT:

APPRAISAL:

Administrative Fiscal Historical

AGENCY: Clinton (Utah)

SERIES: 84754

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TITLE: Cemetery records

DATES: 1906-1966.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series consists of four different types of records which document burials and plot ownership at the Clinton cemetery. The first set of records are certificates of purchase which include the plot location, the name of the purchaser, and the date of purchase. The second item is a list of owners of each individual plot. The third item is an interment register. The register has columns for the name of the deceased, place of death, date of burial, location of grave, and the name and address of the undertaker. The last set of records are plot cards. Plot cards contain information about the individual buried there: the individuals' names, parents' names, spouses' names, date and place of birth, date and place of death, burial permit number, whether or not there is a perpetual care agreement, the name of the funeral director and the name of the lot owner. Some plot cards contain notations regarding transfers of ownership.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 12/21/2000

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1906 through 1967. Retain in State Archives permanently.

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

APPRAISAL:

Historical Legal

This disposition is based on the value of these records in documenting burials and plot ownership in Clinton.

AGENCY: Clinton (Utah)

SERIES: 84754

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clinton (Utah)

SERIES: 29261

TITLE: General plan

DATES: 2013-

ARRANGEMENT: none

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

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AGENCY: Clinton (Utah)

SERIES: 29261

TITLE: General plan

(continued)

AUTHORIZED: 07/13/2017

FORMAT MANAGEMENT:

APPRAISAL:

Administrative Historical Legal

AGENCY: Clinton (Utah)

SERIES: 29016

3

TITLE: Ordinances

DATES: 1936-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain Permanently.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02/16/2017

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.