

# Retention and Classification Report

**Agency:** Clinton (Utah) (209)

City Hall  
2267 North 1500 West  
Clinton, UT 84015  
801 774-2600

**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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Clinton (Utah)

**SERIES:** 84754

4

**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 proposed and has not yet been approved.

**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:**

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

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

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**AGENCY:** Clinton (Utah)

**SERIES:** 29261

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Clinton (Utah)

**SERIES:** 29016

1

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
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.