

# Retention and Classification Report

**Agency:** Corinne (Utah) (222)

2420 North 4000 West  
P.O. Box 118  
Corinne, UT 84307  
435 744-5566

**Records Officer:** Kendra Norman

17165 \*Administrative records  
22337 Audit reports  
21853 City map  
22379 City ordinances  
03659 Council minutes  
22339 \*Planning and board of adjustment minutes  
21852 \*Sexton's records

**AGENCY:** Corinne (Utah)

**SERIES:** 17165

3

**TITLE:** Administrative records

**DATES:** 1912-1938.

**ARRANGEMENT:** None

**DESCRIPTION:**

Includes correspondence, ordinances, reports, minute extracts, and financial documents primarily of the city council but may also include papers of the assessor and treasurer.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Although this series includes some historical records, these may be duplicated in other Corinne series (minutes and ordinances). Retain until further validation that the records contained herein are duplicates or not of historical significance.

**RETENTION JUSTIFICATION:**

Based on the description, this is an assortment of miscellaneous records, some without permanent retention. However, some, such as minutes and ordinances should be permanent, and are probably contained in other Corinne record series. Keep this series until it can be further appraised.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Corinne (Utah)

**SERIES:** 22337

3

**TITLE:** Audit reports

**DATES:** 1953-

**ARRANGEMENT:** Chronological by year

**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)).

**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 Financial audit reports, GRS-1846.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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

**AGENCY:** Corinne (Utah)

**SERIES:** 22337

**TITLE:** Audit reports

(continued)

authority to weed.

**APPRAISAL:**

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public UCA 51-2-3(3) (2008)

**AGENCY:** Corinne (Utah)

**SERIES:** 21853

3

**TITLE:** City map

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

This series has maps of the city of Corinne, Box Elder County, Utah.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

**APPRAISAL:**

These records have historical value(s).

Although undated, these records may have research value in reflecting borders and geography of the City of Corinne.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Corinne (Utah)

**SERIES:** 22379

1

**TITLE:** City ordinances

**DATES:** 1898-

**ARRANGEMENT:** Chronological by year

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

**AGENCY:** Corinne (Utah)

**SERIES:** 22379

**TITLE:** City ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Corinne (Utah)

**SERIES:** 3659

4

**TITLE:** Council minutes

**DATES:** 1870-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Corinne City Council Minute books are the official records of city council meetings. The city council normally met on the first Mondays of April, June, August, October, and December but council members also scheduled other meetings as needed. The City Recorder entered the minutes which are usually followed by the recorder's signature and also the Mayor's signature after each entry. Typical entries contain information about budgeting, finance, city ordinances, business and professional licensing procedures, police activities, and improvements in public services such as street repairs. "Rules and Order of Business-Standing Rules of the City Council of Corinne City- Meetings of the Council" outline the powers of the mayor and the recorder; rules for filing petitions and ordinances; and procedures for City Council meetings (March 14, 1870).

**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 State Archives permanently after microfilming.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Corinne (Utah)

**SERIES:** 3659

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Corinne (Utah)

**SERIES:** 22339

3

**TITLE:** Planning and board of adjustment minutes

**DATES:** 1971,1974,1980-1984,1997-1999.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**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:**

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Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Corinne (Utah)

**SERIES:** 22339

**TITLE:** Planning and board of adjustment minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Corinne (Utah)

**SERIES:** 21852

4

**TITLE:** Sexton's records

**DATES:** 1893-1918.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series documents burials in the cemetery in the form of a ledger. Columns include the name of sexton, name of deceased, date of birth, place of birth, names of father and mother, a column entitled "religion, habits, and reputation in community," marital status, date of death, place of death, cause of death, physician or nurse in attendance, location of grave, kind of casket, construction of vault, complexion, physical deformities or scars, occupation, date of inquest, and name of coroner.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

Paper: Retain in State Archives permanently and then microfilm.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the value of these records for documenting deaths in the Corinne area.

**PRIMARY DESIGNATION:**

Public