

Retention and Classification Report

Agency: Five County Association of Governments (Utah) (2950)
1070 West 1600 South
Bldg B
St. George, UT 84770-1550
435-673-3548

Records Officer

24574 Annual reports
24534 Audit reports
22538 *Color Country Travel Region board minutes
24513 *Incorporation papers
24524 Minutes - steering committee packets
24443 Publications
24571 *Southwest Utah Private Industry Council minutes
22534 *Water quality management application

AGENCY: Five County Association of Governments (Utah)

SERIES: 24574

3

TITLE: Annual reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 reels.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24574

TITLE: Annual reports

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State
General Records Retention Schedule, Schedule 1, Item 25.

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24534

3

TITLE: Audit reports

DATES: 1973-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the association'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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Five County Association of Governments (Utah)

SERIES: 24534

TITLE: Audit reports

(continued)

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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 CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 22538

3

TITLE: Color Country Travel Region board minutes

DATES: 1975-1999.

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

These minutes constitute a record of the Color Country Travel Region board's actions. The Board existed to promote tourism in the southwestern Utah counties of Beaver, Garfield, Iron, Kane (until it dropped out in 1997), and Washington. Minutes include actions taken at monthly board meetings; reports on committee activities; and associated memoranda, travel statistics, copies of press releases and other publicity, and budget materials. As of 1998, the Utah Association of Travel Regions consisted of nine independent destination marketing organizations. Each region is organized by individual counties under the legal auspices of interlocal agreements between county governing bodies; there is no legal or financial regulation between the Travel Regions and the state Travel Council. The Color Country Region operated under the Five County Association of Governments from its creation in about 1975 until it was disbanded December 31, 1999 for budgetary reasons when the individual counties no longer wished to make contributions from their transient room tax funds and voted to disband the travel region.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until region disbanded and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: Five County Association of Governments (Utah)

SERIES: 22538

TITLE: Color Country Travel Region board minutes

(continued)

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

This disposition is based on the information provided on the operation of the travel region board during its existence.

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24513

3

TITLE: Incorporation papers

DATES: 1972.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain: Articles of Association and article amendments (1973), Bylaws (1973), Resolutions by counties, cities, school districts to be associates (1972), and the inclusion of the Economic Development District (1980).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24513

TITLE: Incorporation papers

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 18,
Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24524

3

TITLE: Minutes - steering committee packets

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, steering committee meetings. They are adopted and approved by the committee during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters (including attachments in the packets) proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information and that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

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

AGENCY: Five County Association of Governments (Utah)

SERIES: 24524

TITLE: Minutes - steering committee packets

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24443

3

TITLE: Publications

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on the value of these records in documenting the achievements, policies, programs and functions of the Association.

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24571

3

TITLE: Southwest Utah Private Industry Council minutes

DATES: 1983-1994.

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of the Southwest Utah Private Industry Council that operated under the Five County Association of Governments. The council was disbanded in 1994 and its duties were absorbed by the association of governments.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24571

TITLE: Southwest Utah Private Industry Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 22534

3

TITLE: Water quality management application

DATES: 1975.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an application to be designated the Section 208 Water Quality Management Planning Agency. It includes statistics on employment, waste management, water quality, population for the area.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

Administrative Historical

This application to be designated water quality management agency for the area under Section 208, with related statistics, is of value for research purposes.

PRIMARY CLASSIFICATION:

Public