

# Retention and Classification Report

**Agency:** Uintah Basin Association of Governments (Utah) (2953)  
855 East 200 North (112-3)  
Roosevelt, UT 84066  
435-722-4518

## Records Officer

25532 Financial audit reports  
27579 \*Land Use  
25531 Minutes - Economic Development District Board  
25529 Minutes - Uintah Basin Association of Governments  
25530 Minutes - revolving loan fund board  
22537 Water quality management application

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25532

3

**TITLE:** Financial audit reports

**DATES:** 1986-

**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:**

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:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25532

**TITLE:** Financial audit reports

(continued)

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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 27579

3

**TITLE:** Land Use

**DATES:** 1976.

**ARRANGEMENT:**

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**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 Municipal General Records Retention Schedule, Schedule 23, Item 8.

maps have historical value to history of agency and Uintah Basin

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25531

3

**TITLE:** Minutes - Economic Development District Board

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters 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 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:**

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25531

**TITLE:** Minutes - Economic Development District Board

(continued)

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:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25530

3

**TITLE:** Minutes - revolving loan fund board

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters 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 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:**

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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.

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25530

**TITLE:** Minutes - revolving loan fund board

(continued)

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:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25529

3

**TITLE:** Minutes - Uintah Basin Association of Governments

**DATES:** 1987-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters 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 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.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25529

**TITLE:** Minutes - Uintah Basin Association of Governments

(continued)

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:** Uintah Basin Association of Governments (Utah)

**SERIES:** 22537

3

**TITLE:** Water quality management application

**DATES:** 1974-1975

**ARRANGEMENT:** none

**DESCRIPTION:**

This is an application for designation as section 208 Water Quality Management Agency. It includes statistics on employment, water quality, power, population, waste management of the area. Section 208 is part of the Federal Water Pollution Control Act.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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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