Retention and Classification Report

Agency: Pickleville (Utah) (2954)

2049 south bear lake boulevard
Garden City, UT 84028
435-946-2918

Records Officer

22395 *Audit reports
22394 *City charter
22392 *Council minutes
22396 *Ordinances

AGENCY: Pickleville (Utah)

SERIES: 22395 3
TITLE: Audit reports
DATES: 1956-1979.
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

Administrative Fiscal Historical
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.

AGENCY: Pickleville (Utah)

SERIES: 22395
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Pickleville (Utah)

SERIES: 22394 3
TITLE: City charter
DATES: 1935.
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Pickleville (Utah)

SERIES: 22392 3
TITLE: Council minutes
DATES: 1949-1979.
ARRANGEMENT: Chronological
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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 23.

AUTHORIZED: //

FORMAT MANAGEMENT:

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AGENCY: Pickleville (Utah)

SERIES: 22392
TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical

PRIMARY DESIGNATION:
Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32) (2008)

AGENCY: Pickleville (Utah)

SERIES: 22396 3
TITLE: Ordinances
DATES: 1975-1979.
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal
Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Pickleville (Utah)

SERIES: 22396
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:
Public