Retention and Classification Report

Agency: Park City (Utah). City Council (3024)

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Records Officer

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AGENCY: Park City (Utah). City Council

SERIES: 21559 3
TITLE: Annexation files
DATES: 1975-
ARRANGEMENT: Chronological
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

RETENTION:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21348 3
TITLE: Annual budget
DATES: 1985-
ARRANGEMENT: Chronological
DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Council

SERIES: 21348
TITLE: Annual budget

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Park City (Utah). City Council

SERIES: 21560 3
TITLE: Appointment files
DATES: 1995-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently, may be transferred to the state arhives with authority to weed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 22782 3
TITLE: Circulation statistical reports
DATES: 1993-
ARRANGEMENT: Chronological
DESCRIPTION:

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION:

Retain until annual report compiled.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 5.

AUTHORIZED: 04/03/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until annual report compiled and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 84968 4
TITLE: City Council minutes
DATES: i 1884-
ARRANGEMENT: Chronological.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then may be transferred permanently to State Archives.

Microfilm master: For records beginning in 1884 through 1964. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1884 through 1964. Retain in Office permanently.

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

AGENCY: Park City (Utah). City Council

SERIES: 84968
TITLE: City Council minutes

(continued)

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

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

AGENCY: Park City (Utah). City Council

SERIES: 21562 3
TITLE: City charter
DATES: 1884-
ARRANGEMENT: Alphabetical
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:

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 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21273 3
TITLE: Constitution and bylaws
DATES: 1884-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION:

Retain permanently, may be transferred to the State Archivese after disbanding of committee

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21564 3
TITLE: Council agenda
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain permanently, with minutes. May be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then with minutes.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21565 3
TITLE: Council business files
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain permanently, as back-up with minutes.May be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Council

SERIES: 21573 3
TITLE: Hearing files
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION:

Retain permanently.May be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 16.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21285 3
TITLE: Meeting agenda
DATES: 1981-2015.
ARRANGEMENT: Chronological
DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain 2 years, or until administrative need ends, if not part of offical minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Park City (Utah). City Council

SERIES: 21286 3
TITLE: Meeting minute tape recordings
DATES: 1958-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION:

Retain 3 year, after approval of offical minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 65.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years after approval of offical minutes and then erase provided resolution of any related litigation.

APPRAISAL:

AGENCY: Park City (Utah). City Council

SERIES: 21286
TITLE: Meeting minute tape recordings

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(1)(e) (2008)

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

AGENCY: Park City (Utah). City Council

SERIES: 21344 3
TITLE: Municipal revenue bonds
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-17 (1997)).

RETENTION:

Retain 1 year, after being paid or canceled

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being paid or canceled and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 84866 4
TITLE: Ordinances
DATES: 1884-
ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect a specified number of days after being passed. Ordinances commonly deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/22/2001

FORMAT MANAGEMENT:

Paper: For records beginning in 1916 through 1926. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1916 through 1926. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1916 through 1926. Retain in Office for 20 years and then may be transferred permanently to State Archives..

Paper: For records beginning in 1927 and continuing to the present. Retain in Office for 20 years and then may be transferred permanently to State Archives.

Microfilm duplicate: For records beginning in 1927 and continuing to the present. Retain in Office for 20 years and then may be transferred permanently to State Archives.

AGENCY: Park City (Utah). City Council

SERIES: 84866
TITLE: Ordinances

(continued)

Microfilm master: For records beginning in 1927 and continuing to the present. Retain in Office for 20 years and then may be transferred permanently to State Archives.

APPRAISAL:

Administrative Historical Legal
Disposition based on the value of these records in documenting the city's procedures, laws, and function. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:
Public

AGENCY: Park City (Utah). City Council

SERIES: 21577 3
TITLE: Petitions
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain 5 years, after issue is resolved or final decision is made.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

AUTHORIZED: 11/07/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21578 3
TITLE: Proof of publication record
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

RETENTION:

Retain 6 years, unless filed with an ordinance or rsolution in which case, permanent.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy provided unless filed with an ordinance or resolution, permanent.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21294 3
TITLE: Public relations files
DATES: 1982-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Retain Permanently, may be transferred to State Archives

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21295 3
TITLE: Public release files
DATES: 1982-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION:

Retain Permanently, may be transferred to State Archives

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Council

SERIES: 21579 3
TITLE: Resolutions
DATES: 1884-
ARRANGEMENT: Chronological
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Park City (Utah). City Council

SERIES: 21579
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Park City (Utah). City Council

SERIES: 21347 3
TITLE: Special improvement bonds
DATES: undated
ARRANGEMENT:
DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-328 (1997)).

RETENTION:

Retain until "paid or canceled"

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until "paid or canceled" and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public