

# Retention and Classification Report

**Agency:** Sandy (Utah). City Council (3051)  
10000 centennial Parkway  
Sandy, UT 84070  
801 568-7100

## Records Officer

84972 City Council minutes  
84867 \*Ordinances

**AGENCY:** Sandy (Utah). City Council

**SERIES:** 84972

4

**TITLE:** City Council minutes

**DATES:** i 1893-

**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.

**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.

Microfilm duplicate: For records beginning in 1893 through 1978.  
Retain in State Archives permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** Sandy (Utah). City Council

**SERIES:** 84972

**TITLE:** City Council minutes

(continued)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Sandy (Utah). City Council

**SERIES:** 84867

4

**TITLE:** Ordinances

**DATES:** i 1893-1976.

**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 20 days after being passed. Ordinances 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.

**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.

Microfilm duplicate: For records beginning in 1893 through 1976. Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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

**AGENCY:** Sandy (Utah). City Council

**SERIES:** 84867

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public