Retention and Classification Report

Agency: St. George (Utah). City Council (3062)

175 East 200 North
St. George, UT 84770
(43)627-4001

Records Officer Christina Fernandez

18028	Council minutes
26577	Declaration of Candidacy
25213	Publications

AGENCY: St. George (Utah). City Council

SERIES: 18028 3
TITLE: Council minutes
DATES: 1867-
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.

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 Office permanently.

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

AGENCY: St. George (Utah). City Council

SERIES: 18028
TITLE: Council minutes

(continued)

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

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(31) (2008)

AGENCY: St. George (Utah). City Council

SERIES: 26577 1
TITLE: Declaration of Candidacy
DATES: 1992-
ARRANGEMENT: Chronological by year and thereunder alphabetical by surname
DESCRIPTION:

As required by law (UCA 20A-9-201(5)) candidates for municipal office declare their candidacy for office in an official declaration which identifies the office and term for which they seek to be elected, their political affiliation, and a declaration that they are qualified and that they will not knowingly violate any laws governing campaigns and elections. This declaration includes the candidate's name, home address, home phone, e-mail address, and web site information.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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 Office permanently.

APPRAISAL:

Administrative Historical Legal

AGENCY: St. George (Utah). City Council

SERIES: 25213 3
TITLE: Publications
DATES: 1972-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of St. George or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "The City of St. George: Industrial Park" (1972) which is an application for further study and funding from Economic Development Administration of the U.S. Department of Commerce.

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:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public