

Retention and Classification Report

Agency: Clearfield (Utah). City Council (3068)

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Records Officer

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AGENCY: Clearfield (Utah). City Council

SERIES: 24487

3

TITLE: Annual and tentative budget message

DATES: 1991-

ARRANGEMENT: Chronological by year thereunder alphabetical by subject

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (1997)).

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 6.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 2 years after budget has been adopted and then destroy.

APPRAISAL:

Administrative
Subject to audit

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 10208

3

TITLE: Board of Adjustments minutes

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. They are used to reference requests, discussions, and decisions of the Board.

RETENTION:

Retain Permanently.

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: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Clearfield (Utah). City Council

SERIES: 10208

TITLE: Board of Adjustments minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24485

3

TITLE: City Council agenda attachments

DATES: 1992-

ARRANGEMENT: Chronological by year there under alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

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 10 years

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/28/2017

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 10 years or until administrative needs ends, whichever occurs later and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Clearfield (Utah). City Council

SERIES: 24486

3

TITLE: City Council budget reports

DATES: 1992-

ARRANGEMENT: Chronological by date thereunder alphabetical by subject

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 7.

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24488

3

TITLE: City Council closed meeting tapes

DATES: 1995-2002.

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION:

DESCRIPTION:

These are tapes recordings of the proceedings of closed city council meetings for the purpose of (1) discussing the deployment of security personnel, devices, or systems, (2) discussions of the character, professional competence, or physical or mental health of an individual, (3) strategy sessions to discuss collective bargaining, (4) strategy sessions to discuss pending or reasonably imminent litigation, (5) strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible term, (6) strategy sessions to discuss the sale of real property, and (7) investigative proceedings regarding allegations of criminal misconduct. (UCA 52-4-5(2002))

RETENTION:

Retain permanently because they are the only copy of these minutes. Minutes are now kept only on paper.

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: 10/21/2002

FORMAT MANAGEMENT:

Audio cassettes: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Legal
Legal citation: UCA 52-4-7

AGENCY: Clearfield (Utah). City Council

SERIES: 24488

TITLE: City Council closed meeting tapes

(continued)

PRIMARY DESIGNATION:

Protected UCA 63-23-304(32)(2008); UCA 52-4-7(2008)

AGENCY: Clearfield (Utah). City Council

SERIES: 10116

3

TITLE: City Council meeting minutes

DATES: i 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

AGENCY: Clearfield (Utah). City Council

SERIES: 24489

3

TITLE: City Council regular and work session recordings

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 3 years after approval of official minutes and then destroy.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). City Council

SERIES: 24489

TITLE: City Council regular and work session 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: Clearfield (Utah). City Council

SERIES: 10117

3

TITLE: Ordinances

DATES: 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 714. An ordinance includes the title, preamble, an ordaining clause, 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: 01/15/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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: Clearfield (Utah). City Council

SERIES: 10117

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 24483

3

TITLE: Petitions

DATES: 1961-

ARRANGEMENT: Alphanumerical by subject, chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

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

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/18/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 5 years after issue is resolved or final decision is made and then may be transferred to the State Archives.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Council

SERIES: 10211

3

TITLE: Resolutions

DATES: 1922-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02/14/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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.

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: Clearfield (Utah). City Council

SERIES: 10211

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public