Retention and Classification Report

Agency: Clearfield (Utah). City Recorder (3072)

Clearfield City Recorder
55 S. State Street
Clearfield, UT 84015
801-525-2714

Records Officer

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AGENCY: Clearfield (Utah). City Recorder

SERIES: 24496 3
TITLE: Annexation files
DATES: 1927-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
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: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24499 3
TITLE: Annual budget
DATES: 1991-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 permanently

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: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24499
TITLE: Annual budget

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24504 3
TITLE: Annual historical reports
DATES: 1960-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

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 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24495 3
TITLE: Campaign financial disclosure statement files
DATES: 1971-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1997). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over $50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

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 3.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24495
TITLE: Campaign financial disclosure statement files

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24498 3
TITLE: City manager budget background records
DATES: 1991-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

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 3.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)(2008)

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24503 3
TITLE: City scrapbooks
DATES: 1939-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

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 1, Item 4.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24501 3
TITLE: Clearfield city records index
DATES: 1992-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center until records they pertain are destroyed and then destroy.

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24505 3
TITLE: Comprehensive annual financial reports
DATES: 1940-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
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:

Retain permanently

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24505
TITLE: Comprehensive annual financial reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

PRIMARY DESIGNATION:
Public UCA 51-2-3(3)(2008)

AGENCY: Clearfield (Utah). City Recorder

SERIES: 10350 3
TITLE: Deeds and easements records
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.Usually filed alphabetically by name of property.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 10.

AUTHORIZED: 04/01/1992

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 10212 3
TITLE: Deeds files
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.Usually filed alphabetically by name of property.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 10.

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 10213 3
TITLE: Easement file
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 11.

AUTHORIZED: 02/14/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Clearfield (Utah). City Recorder

SERIES: 10213
TITLE: Easement file

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24491 3
TITLE: Election ballots
DATES: 1922-
ARRANGEMENT: Chronological by year thereunder alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain 22 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 12.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 22 months after the election or until resolution of contested election and then destroy.

APPRAISAL:

Administrative Historical

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24491
TITLE: Election ballots

(continued)

PRIMARY DESIGNATION:
Exempt UCA 20A-4-106; UCA 20A-4-401 (2008)

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24494 3
TITLE: Election canvass
DATES: 1971-
ARRANGEMENT: Chronological by year, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

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 13.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24493 3
TITLE: Election returns
DATES: 1971-
ARRANGEMENT: Chronological by year thereunder alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION:

Retain 22 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 15.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 22 months after the election (UCA 20A-4-202 (2)(c) and then destroy.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 25537 3
TITLE: Feasibility studies
DATES: 1922-
ARRANGEMENT: Chronological by year, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

AUTHORIZED: 09/23/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of study and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11), 63G-2-204(22)

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24500 3
TITLE: Notary bond files
DATES: 1980-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 34.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 1 year after expiration or renewal of bond and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24492 3
TITLE: Oath of office files
DATES: 1940-
ARRANGEMENT: Chronological by year thereunder alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (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 18.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical
This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24492
TITLE: Oath of office files

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24502 3
TITLE: Our town
DATES: 1994-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

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 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24490 3
TITLE: Proof of publication of records

DATES: 1992-
ARRANGEMENT: Chronological by year thereunder alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
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, invitations to bid, and requests for proposals (UCA 78-25-14 (1997)).

RETENTION:

Retain 6 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 6 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 25536 3
TITLE: Real estate acquisition files
DATES: 1922-
ARRANGEMENT: Chronological by year, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 13.

AUTHORIZED: 09/23/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after unconditional sale of property by the municipality and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA63G-2-305(8)

AGENCY: Clearfield (Utah). City Recorder

SERIES: 23181 3
TITLE: Technical reference files
DATES: 1922-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative

AGENCY: Clearfield (Utah). City Recorder

SERIES: 23181
TITLE: Technical reference files

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Clearfield (Utah). City Recorder

SERIES: 24497 3
TITLE: Tentative budget files
DATES: 1991-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (1997)).

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 8.

AUTHORIZED: 10/21/2002

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:
Public