

Retention and Classification Report

Agency: Elsinore (Utah) (335)

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Records Officer: Amy Moore

84971 City Council minutes
13484 *Justice dockets
84919 *Ordinances
84874 *Receipts

AGENCY: Elsinore (Utah)

SERIES: 84971

4

TITLE: City Council minutes

DATES: i 1892-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book were 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 1892 through 1974. 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: Elsinore (Utah)

SERIES: 84971

TITLE: City Council minutes

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Elsinore (Utah)

SERIES: 13484

3

TITLE: Justice dockets

DATES: 1890-1936.

ARRANGEMENT: none

DESCRIPTION:

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.

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

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

AGENCY: Elsinore (Utah)

SERIES: 84919

3

TITLE: Ordinances

DATES: i 1898-1917.

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 master: For records beginning in 1898 through 1917.
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: Elsinore (Utah)

SERIES: 84919

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elsinore (Utah)

SERIES: 84874

4

TITLE: Receipts

DATES: i 1913-1929.

ARRANGEMENT: Numerical by receipt number.

DESCRIPTION:

Money collected by the city is acknowledged by a receipt which list the name of the person making the payment, date , and the amount received. Revenue is generated by the collection of poll taxes, city tax, cemetery fees, business license fees, and city fines or penalties, or any other city fee.

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.

Microfilm master: For records beginning in 1913 through 1929.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1913 through 1929.
Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 3 years and then destroy.