

Retention and Classification Report

Agency: Enoch (Utah) (348)
Enoch City Office
900 East Midvalley Rd
Enoch, UT 84720
435-586-1119

Records Officer: Julie Watson

28640 *Americans with Disabilities Committee minutes
28608 Annexation records
23606 Annual audits
23605 City Council meeting minutes
23604 Codified ordinances
28140 *Community Development Block Grant (CDBG) sewer project
23609 *General Plan committees minutes
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28604 Ordinances and resolutions
23610 Planning Commission meeting minutes
28609 Subdivision records-major lot and minor lot
28610 Water Board meeting minutes

AGENCY: Enoch (Utah)

SERIES: 28640

3

TITLE: Americans with Disabilities Committee minutes

DATES: 1993-1997.

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Retain Archives custody.

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 SG 1, Item 59.

AUTHORIZED: 01/28/2015

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the activity of the task force.

AGENCY: Enoch (Utah)

SERIES: 28640

TITLE: Americans with Disabilities Committee minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Enoch (Utah)

SERIES: 28608

3

TITLE: Annexation records

DATES: 1977-

ARRANGEMENT: Alphabetical by owner's name

DESCRIPTION:

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the annexation of private property into municipal boundaries. Information may include correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION:

Retain Permanent.

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: 12/01/2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical
Records of annexations documents have historical value because they document the growth of municipal boundaries.

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23606

3

TITLE: Annual audits

DATES: 1980-

ARRANGEMENT: Chronological

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 SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Enoch (Utah)

SERIES: 23606

TITLE: Annual audits

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23605

4

TITLE: City Council meeting minutes

DATES: 1973-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records support the agency's function to establish city ordinances, approve board members of municipal commissions, and to execute all other assigned responsibilities in an open and efficient manner (Enoch Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain 10 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 SG 1, Item 59.

AUTHORIZED: 02/28/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

M-Disk: Retain in State Archives permanently.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1973 through 2000.

AGENCY: Enoch (Utah)

SERIES: 23605

TITLE: City Council meeting minutes

(continued)

Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records are of historical interest as they document the decision and actions of a municipal government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Enoch (Utah)

SERIES: 23604

4

TITLE: Codified ordinances

DATES: 1980-

ARRANGEMENT: Numerical by title, chapter, and part numbers.

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

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 19.

AUTHORIZED: 02/28/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Enoch (Utah)

SERIES: 23604

TITLE: Codified ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Codified ordinances contain the complete simplified code of all general or permanent city ordinances.

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 28140

3

TITLE: Community Development Block Grant (CDBG) sewer project files

DATES: 1993-1996.

ARRANGEMENT: alphanumeric by address

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the application and completion of projects financed using federal Community Development Block Grants (CDBG) funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

RETENTION:

Retain 15 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 20, Item 15.

AUTHORIZED: 11/07/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Grant files provide ongoing evidentiary and research value.

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23609

4

TITLE: General Plan committees minutes

DATES: 1991-1992.

ARRANGEMENT: Alphabetical by committee.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

Utah law provides that each city shall prepare a comprehensive long-range general plan to guide growth and land development within the municipality (UCA 10-9-301(1), 1997). The plan is designed to serve as a guide for decision-making on zoning and other planning proposals. According to law, the plan may include: (a) a land use element; (b) a transportation element; (c) an environmental element; (d) a public services and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan; and any other elements that the municipality considers appropriate (UCA 10-9-302(2), 1997). In April 1991 the Enoch planning commission set up a number of citizens' committees to make recommendations for a general plan. The committees met and came up with suggestions in the following areas: agriculture; beautification (design and zoning); cemetery; community surveys; economic development; emergency preparedness; suegs environmental quality; green areas, parks and trails; public facilities and land use; recreation and fine arts; roads and transportation; safety; utilities and energy; waste disposal; and water drainage. This series is a compilation of the notes, committee minutes, or other material collected by these committees. At least half of the committees left no records. This series does not contain a copy of the general plan. ation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

AGENCY: Enoch (Utah)

SERIES: 23609

TITLE: General Plan committees minutes

(continued)

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: 02/28/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the process of creating a general plan for the city.

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23611

4

TITLE: Land Use Authority meeting minutes

DATES: 1982-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the Land Use Appeal Authority's function to hear petitions for land use variances, interpret Housing Code, and hear appeals for historic preservation decisions (Enoch Municipal Code 12-124 (2014), 9-655 (2009), 15-119 (2015)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain 10 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 SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in State Records Center permanently.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1994 through 2001.

AGENCY: Enoch (Utah)

SERIES: 23611

TITLE: Land Use Authority meeting minutes

(continued)

Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records are of historical value as they document the decisions of a public body.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Enoch (Utah)

SERIES: 28604

3

TITLE: Ordinances and resolutions

DATES: 1968-

ARRANGEMENT: Chronological by date of passage and alphanumerical by corresponding ordinance or resolution number.

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 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or 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: 12/02/2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the operation of city government and the formal actions taken by the city council.

AGENCY: Enoch (Utah)

SERIES: 28604

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23610

3

TITLE: Planning Commission meeting minutes

DATES: 1980-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the Planning Commission's function to act as an advisory board to the agency for land use issues (Enoch Code 12-114 (1992)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed as the meeting.

RETENTION:

Retain 10 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 SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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M-Disk: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Enoch (Utah)

SERIES: 23610

TITLE: Planning Commission meeting minutes

(continued)

APPRAISAL:

Administrative Historical

These records have historical value as they document the function and work of the Planning Commission and the development of Enoch.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Enoch (Utah)

SERIES: 28609

3

TITLE: Subdivision records-major lot and minor lot

DATES: 1990-

ARRANGEMENT: Alphabetically by name of subdivision

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the developmental history of the municipality through the subdivision of its lands. A subdivision file consists of plats, agency recommendations, and city council ordinances. The final plat is filed with the county recorder.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

AUTHORIZED: 12/01/2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These records have historical value because they document the creation and history of subdivisions in the municipality. These records also document legal ownership of subdivided lands.

AGENCY: Enoch (Utah)

SERIES: 28609

TITLE: Subdivision records-major lot and minor lot

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Enoch (Utah)

SERIES: 28610

3

TITLE: Water Board meeting minutes

DATES: 2003-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the Water Board's function to act as an advisory board to the agency for water system development (Enoch Code 14-170 (2011)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain 10 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 SG 1, Item 59.

AUTHORIZED: 12/01/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as they document the function and work of the Water Board and the development of Enoch City's water system.

AGENCY: Enoch (Utah)

SERIES: 28610

TITLE: Water Board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.