

Retention and Classification Report

Agency: Enoch (Utah) (348)

Enoch City Office
900 East Midvalley Rd
Enoch, UT 84720
435-586-1119

Records Officer: Susan Carter

28608	Annexation records
23606	Annual audits
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28604	Ordinances and resolutions
23610	Planning and zoning commission minutes
28609	Subdivision records-major lot and minor lot

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.

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 Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 1.

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

AGENCY: Enoch (Utah)

SERIES: 28608

TITLE: Annexation records

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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 Office permanently.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Enoch (Utah)

SERIES: 23606

TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23611

4

TITLE: Board of Adjustment minutes

DATES: 1982-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

In 1994 the Enoch city council reorganized a board of adjustments, which had earlier functioned from 1985-1990. They established that the board should meet quarterly. According to Utah code, municipal legislative bodies can organize a board of adjustment to hear petitions for variance and make special exceptions to zoning specifications (Utah Code Annotated, 10-9-103(1), 1997). The early minutes of the Enoch board of adjustment describe training sessions for board members. From March 1994 to September 1995 the board did not get beyond discussing staffing and training. In September 1995, the board heard an appeal of the planning commission's decision to permit multiple-family residences and commercial zoning near the Homestead Subdivision. The summary of this discussion is about 30 pages long and is followed by a list of those in attendance and several maps, including maps of the subdivision, Enoch's master plan map and a zoning map. From January 1996 through the end of 1998 meetings were brief or canceled and dealt only with staffing and training issues. All meetings scheduled from April 1999 to April 2001 were canceled because the board had no business.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

AGENCY: Enoch (Utah)

SERIES: 23611

TITLE: Board of Adjustment minutes

(continued)

FORMAT MANAGEMENT:

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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 State Records Center permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 3.

Board of adjustment minutes document zoning conflicts in Enoch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23605

4

TITLE: City Council minutes

DATES: 1973-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.40 cubic feet.

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 52-4-203 (2) (2009).

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 or 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.

M-Disk: Retain in State Archives permanently.

AGENCY: Enoch (Utah)

SERIES: 23605

TITLE: City Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

City council minutes document the actions of municipal government and the concerns of citizens.

PRIMARY CLASSIFICATION:

Public

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.

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 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 This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Enoch (Utah)

SERIES: 28140

3

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

DATES: 1993-1996.

ARRANGEMENT: alphanumerical 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 15.

Grant files provide ongoing evidentiary and research value.

AGENCY: Enoch (Utah)

SERIES: 28140

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

(continued)

PRIMARY CLASSIFICATION:

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.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

AGENCY: Enoch (Utah)

SERIES: 23609

TITLE: General Plan committees minutes

(continued)

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.

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 disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Enoch (Utah)

SERIES: 28610

3

TITLE: Open meeting minutes

DATES: 2003-

ARRANGEMENT: Chronological by date

TOTAL VOLUME:

DESCRIPTION:

These records support the agency's function to meet and conduct the people's business openly. These records document the open nature of the meeting by including all matters proposed, discussed or decided, votes taken, the agenda, notices, and any public materials distributed at the meeting (Utah Code 52-4-203(2014)). These records are from open meetings held by the City Council, General Plan Committee, Planning and Zoning Commission, Board of Adjustments, and the Water Board.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 for 5 years and then transfer to State Archives provided records are scanned.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.

AGENCY: Enoch (Utah)

SERIES: 28610

TITLE: Open meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

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.

TOTAL VOLUME:

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.

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 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 disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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 CLASSIFICATION:

Public

AGENCY: Enoch (Utah)

SERIES: 23610

3

TITLE: Planning and zoning commission minutes

DATES: 1980-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Utah law authorizes each municipality to establish a planning commission(UCA 10-9-201(1)(a), 1997), and outlines the responsibilities of that commission. The planning commission is responsible for preparing and recommending a general plan for municipal growth and development, and for recommending zoning ordinances. The commission may be responsible for administering the provisions of the zoning ordinances. It can recommend approval or denial of subdivision applications, advise the legislative body, and hear or decide any matters that the legislative body designates, including the approval or denial of conditional use permits (UCA 10-9-204, 1997). The Enoch city council passed an ordinance creating a planning commission in 1980, and the Enoch planning commission held its first meeting on October 7 of that year (Enoch, city council minutes, October 1980). The planning commission immediately began gathering information for a general plan. The Enoch planning commission deals with issues such as annexation, building permits, conditional use applications, subdivision requests, and zoning ordinances. The minutes tell the date and place of meeting, list those in attendance, and summarize the business discussed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

AGENCY: Enoch (Utah)

SERIES: 23610

TITLE: Planning and zoning commission minutes

(continued)

FORMAT MANAGEMENT:

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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:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:

Public

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 7.

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 CLASSIFICATION:

Public