

Retention and Classification Report

Agency: Enterprise (Utah) (349)

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Records Officer: Wendy Paine

24569 *A century of enterprise : the history of Enterprise, Utah, 1
24602 *Amended articles of incorporation
24598 Annual audit reports
11902 *Cemetery lot receipt record
24599 Cemetery records
11901 Council minutes
16377 Customer application records
11904 *Daily cash report
16379 General correspondence (Power Department)
16380 General correspondence (Water Department)
24597 *General plan
24600 *Minutes of organization of company to build little pine vall
16378 Personnel files
24601 *Petition for incorporation
11900 *Power commission minutes
24596 Revised ordinances

AGENCY: Enterprise (Utah)

SERIES: 24569

4

TITLE: A century of enterprise : the history of Enterprise, Utah, 1896-1996 / the city of Enterprise

DATES: 1996.

ARRANGEMENT: none

DESCRIPTION:

This history of Enterprise, Utah was written by W. Paul Reeve and published by the City of Enterprise in 1996. The book covers the start of the town, including the influx of people from Hebron, Utah; irrigation dam construction; agriculture and mining; other businesses; and community and social life. Appendices list town presidents and mayors; LDS Bishoprics; Relief Society sisters; and servicemen and women.

RETENTION:

Retain 0

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 25.

AUTHORIZED: 11/19/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This publication provides a synthesis of community history.

AGENCY: Enterprise (Utah)

SERIES: 24569

TITLE: A century of enterprise : the history of Enterprise, Utah, 1896-1996 / the city of Enterprise

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24602

3

TITLE: Amended articles of incorporation

DATES: 2001.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the amended articles of incorporation dated January 3, 2001 approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

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 4.

AUTHORIZED: 12/05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

AGENCY: Enterprise (Utah)

SERIES: 24602

TITLE: Amended articles of incorporation

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24598

3

TITLE: Annual audit reports

DATES: 1970-

ARRANGEMENT: Chronological

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 after being microfilmed.

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

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

AGENCY: Enterprise (Utah)

SERIES: 24598

TITLE: Annual audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 11902

4

TITLE: Cemetery lot receipt record

DATES: 1949-1992.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series consists of a one volume ledger which documents the sales of cemetery lots in the Enterprise cemetery. Records prior to 1958 include the name of the purchaser and a lot description. Records dating after 1958 include the date of the purchase, the name of the purchaser, the amount charged, and the amount paid.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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:

Historical

This disposition is based on the documentation these records provide regarding cemetery lot ownership in Enterprise.

AGENCY: Enterprise (Utah)

SERIES: 11902

TITLE: Cemetery lot receipt record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24599

3

TITLE: Cemetery records

DATES: 1903-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records have historical and administrative value as documentation of the burial of individuals.

AGENCY: Enterprise (Utah)

SERIES: 24599

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 11901

3

TITLE: Council minutes

DATES: 1914-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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: 12/03/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Enterprise (Utah)

SERIES: 11901

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 16377

3

TITLE: Customer application records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. They include customer's name, address, and phone number; meter information, date and approval signature(s).

RETENTION:

Retain for 3 years after account closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

AUTHORIZED: 09/29/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. Customer name, address and length of service

AGENCY: Enterprise (Utah)

SERIES: 11904

4

TITLE: Daily cash report

DATES: 1921-1953.

ARRANGEMENT: Chronological

DESCRIPTION:

This report is a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 16379

3

TITLE: General correspondence (Power Department)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or 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 1, Item 8.

AUTHORIZED: 09/29/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2)(a), (3), (7), (8) Documents regarding system purchases, sales or acquisition

AGENCY: Enterprise (Utah)

SERIES: 16380

3

TITLE: General correspondence (Water Department)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or 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 1, Item 8.

AUTHORIZED: 09/29/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(2)(a), (3), (7), (8) Documents regarding system purchases or acquisitions

AGENCY: Enterprise (Utah)

SERIES: 24597

3

TITLE: General plan

DATES: 1994.

ARRANGEMENT: Chronological

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, 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:

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

AUTHORIZED: 12/03/2002

AGENCY: Enterprise (Utah)

SERIES: 24597

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24600

3

TITLE: Minutes of organization of company to build little pine valley dam

DATES: 1893.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the minutes of a meeting to organize a company to build Little Pine Valley Dam. The originals are in the custody of city of Enterprise.

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 13.

AUTHORIZED: 12/05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Enterprise (Utah)

SERIES: 24600

TITLE: Minutes of organization of company to build little pine valley dam

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 16378

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 09/29/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. Name, position, salary range, length of public employment
Controlled. UCA 63G-2-304(1) Drug and alcohol testing information

AGENCY: Enterprise (Utah)

SERIES: 24601

3

TITLE: Petition for incorporation

DATES: 1913.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the petition for the incorporation of the city of Enterprise dated March 1913.

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 4.

AUTHORIZED: 12/05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Enterprise (Utah)

SERIES: 24601

TITLE: Petition for incorporation

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 11900

3

TITLE: Power commission minutes

DATES: 1967-1978.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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 1, Item 13.

AUTHORIZED: 03/09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

AGENCY: Enterprise (Utah)

SERIES: 11900

TITLE: Power commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24596

3

TITLE: Revised ordinances

DATES: 1923-

ARRANGEMENT: Chronological by chapter and section

DESCRIPTION:

These books (revised ordinances 1923-1948, 1950, 1089-2002) 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 (1997). 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: 05/28/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Enterprise (Utah)

SERIES: 24596

TITLE: Revised ordinances

(continued)

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.

PRIMARY DESIGNATION:

Public