

Retention and Classification Report

Agency: Ephraim (Utah) (352)

City Hall
5 South Main
Ephraim, UT 84627
435-283-4631

Records Officer: Leigh Ann Warnock

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AGENCY: Ephraim (Utah)

SERIES: 26522

3

TITLE: Audit reports

DATES: 1923-

ARRANGEMENT: Chronological by year

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 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:

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AGENCY: Ephraim (Utah)

SERIES: 26522

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26519

3

TITLE: Board of adjustment minutes

DATES: 1989-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

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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APPRAISAL:

Administrative Historical

AGENCY: Ephraim (Utah)

SERIES: 26519

TITLE: Board of adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26517

3

TITLE: Cemetery records

DATES: 1887-

ARRANGEMENT: alphabetical by name

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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/11/2015

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APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26516

3

TITLE: City council minutes

DATES: 1895-

ARRANGEMENT: Chronological by year

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 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/28/2007

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical

AGENCY: Ephraim (Utah)

SERIES: 26516

TITLE: City council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26520

3

TITLE: Incorporation papers

DATES: 1876-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: 03/28/2007

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APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26521

3

TITLE: Ordinances and resolutions

DATES: 1895-

ARRANGEMENT: Chronological by year

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 (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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 03/28/2007

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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.

AGENCY: Ephraim (Utah)

SERIES: 26521

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ephraim (Utah)

SERIES: 26518

3

TITLE: Planning commission minutes

DATES: 1984-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Ephraim (Utah)

SERIES: 26518

TITLE: Planning commission minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public