Retention and Classification Report

Agency: Ephraim (Utah) (352)

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

Records Officer Leigh Ann Warnock

26522	Audit reports
26519	Board of adjustment minutes
26517	Cemetery records
26516	City council minutes
26520	Incorporation papers
26521	Ordinances and resolutions
26518	Planning commission minutes

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)).

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.

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AGENCY: Ephraim (Utah)

SERIES: 26522
TITLE: Audit reports

(continued)

APPRAISAL:

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

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 CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Ephraim (Utah)

SERIES: 26519
TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

AGENCY: Ephraim (Utah)

SERIES: 26517
TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:
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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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AGENCY: Ephraim (Utah)

SERIES: 26516
TITLE: City council minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.

AGENCY: Ephraim (Utah)

SERIES: 26520
TITLE: Incorporation papers

(continued)

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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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: Ephraim (Utah)

SERIES: 26521
TITLE: Ordinances and resolutions

(continued)

PRIMARY CLASSIFICATION:
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)).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Ephraim (Utah)

SERIES: 26518
TITLE: Planning commission minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public