

Retention and Classification Report

Agency: Elk Ridge (Utah) (356)

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Elk Ridge, UT 84651
435 423-2300

Records Officer: Royce Swensen

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AGENCY: Elk Ridge (Utah)

SERIES: 15820

3

TITLE: Accounts payable

DATES:

ARRANGEMENT:

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION:

Retain for 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

AGENCY: Elk Ridge (Utah)

SERIES: 15820

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15821

3

TITLE: Accounts receivable

DATES:

ARRANGEMENT:

DESCRIPTION:

These files consist of copies prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies (UCA 70A-2-725).

RETENTION:

Retain for 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15825

3

TITLE: Administrative payroll report

DATES:

ARRANGEMENT:

DESCRIPTION:

These are reports and statistics with any supporting and related records to payroll operations and pay administration. Includes reports and data used for workload and personnel management purposes.

RETENTION:

Retain for 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 1.

AGENCY: Elk Ridge (Utah)

SERIES: 15825

TITLE: Administrative payroll report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15819

3

TITLE: Annual budget

DATES:

ARRANGEMENT:

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15822

3

TITLE: Audit reports

DATES:

ARRANGEMENT:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 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.

AGENCY: Elk Ridge (Utah)

SERIES: 15822

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15817

3

TITLE: Bond anticipation notes (debt service)

DATES:

ARRANGEMENT:

DESCRIPTION:

These notes are used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable and valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5).

RETENTION:

Retain until redeemed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 1 year after redeemed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 1.

AGENCY: Elk Ridge (Utah)

SERIES: 15817

TITLE: Bond anticipation notes (debt service)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15818

3

TITLE: Bond redemption registers (building and performance)

DATES:

ARRANGEMENT:

DESCRIPTION:

These registers are used to record the redemption of coupons for municipal bonds.

RETENTION:

Retain for 3 years after redemption of coupon.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 3 years after redemption of coupon and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 28486

3

TITLE: Building plans

DATES: 2003

ARRANGEMENT: None

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartments, or single family residential structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as representative documentation of the work handled by permitting and inspection staff in municipalities throughout the state. It also has value as documentation of the types of buildings constructed in the time period covered by the series.

AGENCY: Elk Ridge (Utah)

SERIES: 15832

3

TITLE: City charter (articles of incorporation)

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain constitution, bylaws and all amendments to city charters approved by the State Legislature.

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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15839

3

TITLE: Class "C" road funding project files

DATES:

ARRANGEMENT:

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain for 3 years after claim, audit, or litigation settled.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 3 years after claim, audit, or litigation settled and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15839

TITLE: Class "C" road funding project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15833

3

TITLE: Contracts and agreements files (contractor's liability)

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

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.

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15834

3

TITLE: Deeds files (promissory notes with trust deed)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 10.

AGENCY: Elk Ridge (Utah)

SERIES: 15834

TITLE: Deeds files (promissory notes with trust deed)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15823

3

TITLE: General ledgers

DATES:

ARRANGEMENT:

DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 10 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

AGENCY: Elk Ridge (Utah)

SERIES: 15823

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15813

3

TITLE: Grant files (supporting documents)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis and all other supporting data.

RETENTION:

Retain for 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 10.

AGENCY: Elk Ridge (Utah)

SERIES: 15813

TITLE: Grant files (supporting documents)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15812

3

TITLE: Grant files original applications

DATES:

ARRANGEMENT:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

AGENCY: Elk Ridge (Utah)

SERIES: 15812

TITLE: Grant files original applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15829

3

TITLE: Insurance policy files (commercial auto)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15829

TITLE: Insurance policy files (commercial auto)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15828

3

TITLE: Insurance policy files (commercial general liability)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15828

TITLE: Insurance policy files (commercial general liability)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15827

3

TITLE: Insurance policy files (commercial property)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15827

TITLE: Insurance policy files (commercial property)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15830

3

TITLE: Insurance policy files (errors and omissions)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15830

TITLE: Insurance policy files (errors and omissions)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15826

3

TITLE: Insurance policy files (worker's compensation fund)

DATES:

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Elk Ridge (Utah)

SERIES: 15826

TITLE: Insurance policy files (worker's compensation fund)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15824

3

TITLE: Investment accounting

DATES:

ARRANGEMENT:

DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION:

Retain for 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 14.

AGENCY: Elk Ridge (Utah)

SERIES: 15824

TITLE: Investment accounting

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15831

3

TITLE: Liability risk management case files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are case files of the reporting, investigation and settlement of liability claims filed against the municipalities.

RETENTION:

Retain for 20 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 20 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 12124

3

TITLE: Minutes

DATES: 1977-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain until microfilmed.

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 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.

AGENCY: Elk Ridge (Utah)

SERIES: 12124

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15835

3

TITLE: Ordinances

DATES:

ARRANGEMENT:

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 714. An ordinance includes the title, preamble, an ordaining clause, 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 permanently.

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: Elk Ridge (Utah)

SERIES: 15835

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15814

3

TITLE: Organizational charts

DATES:

ARRANGEMENT:

DESCRIPTION:

These are files containing organizational charts and reorganizational studies. They are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. They also include agency histories and selected background material. Agency histories and selected background material.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

AGENCY: Elk Ridge (Utah)

SERIES: 15814

TITLE: Organizational charts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15815

3

TITLE: Policies and procedures

DATES:

ARRANGEMENT:

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15836

3

TITLE: Resolutions

DATES: 1979-

ARRANGEMENT: Numerical by resolution number

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

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 after being microfilmed.

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

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Elk Ridge (Utah)

SERIES: 15836

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15837

3

TITLE: Special assessment plats (property assessment listing)

DATES:

ARRANGEMENT:

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION:

Retain for 5 years after district is completed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 after district is completed and then destroy.

APPRAISAL:

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

AGENCY: Elk Ridge (Utah)

SERIES: 15837

TITLE: Special assessment plats (property assessment listing)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15838

3

TITLE: Special assessment plats (residential address)

DATES:

ARRANGEMENT:

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION:

Retain for 5 years after district is completed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 after district is completed and then destroy.

APPRAISAL:

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

AGENCY: Elk Ridge (Utah)

SERIES: 15838

TITLE: Special assessment plats (residential address)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15816

3

TITLE: Studies and surveys

DATES:

ARRANGEMENT:

DESCRIPTION:

These are documents related to various studies by private and other government agencies. Includes working papers, correspondence, related documents and final report.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Elk Ridge (Utah)

SERIES: 15816

TITLE: Studies and surveys

(continued)

PRIMARY CLASSIFICATION:

Public