Retention and Classification Report

Agency: Fountain Green (Utah) (384)

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Records Officer Lynsey Zeeman

26479	Audit reports
26478	Cemetery records
09565	Council minutes
26476	Council minutes
26477	Ordinances

AGENCY: Fountain Green (Utah)

SERIES: 26479 3
TITLE: Audit reports
DATES: 1993-
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 MUN 5, Item 5.

AUTHORIZED: 02/16/2007

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.

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AGENCY: Fountain Green (Utah)

SERIES: 26479
TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

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 CLASSIFICATION:
Public

AGENCY: Fountain Green (Utah)

SERIES: 26478 3
TITLE: Cemetery records
DATES: 1873-
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 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:

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APPRAISAL:

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

AGENCY: Fountain Green (Utah)

SERIES: 26478
TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Fountain Green (Utah)

SERIES: 9565 3
TITLE: Council minutes
DATES: 1920-
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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/06/1991

FORMAT MANAGEMENT:

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APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Fountain Green (Utah)

SERIES: 26476 3
TITLE: Council minutes
DATES: 1944-
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: 02/16/2007

FORMAT MANAGEMENT:

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AGENCY: Fountain Green (Utah)

SERIES: 26476
TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Fountain Green (Utah)

SERIES: 26477 3
TITLE: Ordinances
DATES: 1900-
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: 02/16/2007

FORMAT MANAGEMENT:

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AGENCY: Fountain Green (Utah)

SERIES: 26477
TITLE: 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 CLASSIFICATION:
Public