

# Retention and Classification Report

**Agency:** Fillmore (Utah) (392)

75 West Center  
Fillmore, UT 84631  
435 743-5314

**Records Officer:** Marlene Cummings

12079	Accounts payable
12078	Accounts receivable
12050	Beer license application files
12049	Building permit files
12392	*Burial records index
12051	Business license files
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12045	Contracts and agreements files
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12046	Dog license files
12847	Enterprise funds billing registers
12081	Financial statements
12065	General administrative correspondence files
12082	General ledgers
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12048	Mechanical system installation permit files
12073	Ordinances
12077	Personnel files
12076	Policies and procedures
12084	Redevelopment board minutes
12075	Resolutions
12047	Sign permit files
12080	Tentative budget records
12054	Utility accounts receivable

**AGENCY:** Fillmore (Utah)

**SERIES:** 12079

3

**TITLE:** Accounts payable

**DATES:**

**ARRANGEMENT:** Numerical by vendor number and name

**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).

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12078

3

**TITLE:** Accounts receivable

**DATES:**

**ARRANGEMENT:** Numerical by account number

**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).

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12050

3

**TITLE:** Beer license application files

**DATES:**

**ARRANGEMENT:** Numerical by account number

**DESCRIPTION:**

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "to guarantee faithful performance" (UCA 32-4-4).

**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 after expiration and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12049

3

**TITLE:** Building permit files

**DATES:**

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**AGENCY:** Fillmore (Utah)

**SERIES:** 12049

**TITLE:** Building permit files

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12392

4

**TITLE:** Burial records index

**DATES:** 1900-1973.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

This volume contains an alphabetical listing of the names of persons buried in the Fillmore City Cemetery in a ledger format. Ledger columns include the name of the deceased, age at death, date of death, grave location, and a book and page reference to the related record in the interment register (see series 12393).

**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 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:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

This disposition is based on the value these records have in documenting deaths and burials in Fillmore.

**AGENCY:** Fillmore (Utah)

**SERIES:** 12392

**TITLE:** Burial records index

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Fillmore (Utah)

**SERIES:** 12051

3

**TITLE:** Business license files

**DATES:**

**ARRANGEMENT:** Alphanumerical by name and account number

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**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 after final renewal and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12083

3

**TITLE:** Cemetery records

**DATES:**

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 2.

**AGENCY:** Fillmore (Utah)

**SERIES:** 12083

**TITLE:** Cemetery records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12045

3

**TITLE:** Contracts and agreements files

**DATES:**

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services and products under \$ 2,000.00. File may also include utility agreements, cosignatory agreement, deferral agreement, payments agreements, ordinances, bonds, job specification books, and related correspondence.

**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 for 10 years and then destroy.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12072

3

**TITLE:** Council minutes

**DATES:**

**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.

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

**AGENCY:** Fillmore (Utah)

**SERIES:** 12072

**TITLE:** Council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12046

3

**TITLE:** Dog license files

**DATES:** 1988-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These files document the payment of license fees. They include: owner's name, breed of dog, sex, color, expiration date of license; expiration date of rabies vaccine, name of dog, indication if dog was altered, license fee, and when paid.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1989.

**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 after expired and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 14, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12847

3

**TITLE:** Enterprise funds billing registers

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This register consists of an itemized list of customer accounts. It is used for reference purposes. They include name of customer, service address, meter reading, water usage, water and sewer changes, payments, adjustments, prior balance due, and current balance due.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**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 22, Item 4.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Fillmore (Utah)

**SERIES:** 12081

3

**TITLE:** Financial statements

**DATES:** 1903-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

One copy is sent to taxpayer and a duplicate is retained by treasurer to validate when paid. It is used as a record of payments on the assessment and for audit purposes. It includes name and address, treasurer's receipt number, block and lot numbers.

**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 final payment is made and then destroy.

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

Microfilm duplicate: Retain in Office for 3 years after final payment made and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 6.

This disposition is based on

**AGENCY:** Fillmore (Utah)

**SERIES:** 12081

**TITLE:** Financial statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12065

3

**TITLE:** General administrative correspondence files

**DATES:**

**ARRANGEMENT:** Chronological by name

**DESCRIPTION:**

These records are of a general facilitative nature created or received in the course of administering programs. Includes correspondence and daily, weekly, or monthly activity reports.

**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 for 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12082

3

**TITLE:** General ledgers

**DATES:**

**ARRANGEMENT:** Numerical by ledger number

**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.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12393

4

**TITLE:** Interment registers

**DATES:** 1854-1945.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The volumes in this series document deaths and burials for persons buried in the Fillmore City Cemetery. Ledger columns vary between volumes but may include the line number, name of the deceased, date of death, age, cause of death, place of birth, date of birth, gender, parents' names, physician or nurse, grave locations, race, color, last place of residency, term of residence, marital status, and occupation. The first volume also includes a survey map of the cemetery as well as a record of lot ownership which includes the name of the purchaser, the location of the grave, the date of the sale, and the payment amount. Ownership records are entered by date of sale.

**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 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:**

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

This disposition is based on the value these records have in documenting deaths and burials in Fillmore.

**AGENCY:** Fillmore (Utah)

**SERIES:** 12393

**TITLE:** Interment registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12048

3

**TITLE:** Mechanical system installation permit files

**DATES:** 1992-

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

These records are kept to verify that state mechanical code requirements are met, and all installations are inspected and recorded. This file includes application number, name of applicant, address and phone number of applicant, job site, type or purpose of installation, contractor, approved by and date, inspection report, permit number assigned, date and signature of city recorder.

**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 permanently.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

This disposition is based on agencies need.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12073

3

**TITLE:** Ordinances

**DATES:**

**ARRANGEMENT:** Numerical year and number

**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 Fiscal 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:** Fillmore (Utah)

**SERIES:** 12073

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12077

3

**TITLE:** Personnel files

**DATES:**

**ARRANGEMENT:** Alphabetical by last name

**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.

**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 for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

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 CLASSIFICATION:**

Private UCA 63G-2-302

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301

**AGENCY:** Fillmore (Utah)

**SERIES:** 12076

3

**TITLE:** Policies and procedures

**DATES:**

**ARRANGEMENT:** Chronological

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12084

3

**TITLE:** Redevelopment board minutes

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency board 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.

**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, Schedule 0, Item 0.

**AGENCY:** Fillmore (Utah)

**SERIES:** 12084

**TITLE:** Redevelopment board minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12075

3

**TITLE:** Resolutions

**DATES:**

**ARRANGEMENT:** Chronological by 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).

**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 Fiscal 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:** Fillmore (Utah)

**SERIES:** 12075

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12047

3

**TITLE:** Sign permit files

**DATES:** 1988-

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

This file is used to regulate signs within the city limits. This file includes date received, date approved by city, date issued, payment receipt number, date of payment, permit number, applicant name, applicant address, applicant phone number, job site address, type of sign, sign dimension, type of construction, architect/engineer/contractor name and phone number, business address, city license number, state license number, applicant signature and date, approval by and date, building inspector comments and signature, and city council approval and date.

**RETENTION:**

Retain 4 years after expiration.

**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 after expiration and then destroy.



**AGENCY:** Fillmore (Utah)

**SERIES:** 12047

**TITLE:** Sign permit files

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 6, Item  
2.

This disposition is based on the agencies need.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12080

3

**TITLE:** Tentative budget records

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May (UCA 10-6-111).

**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:**

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Fillmore (Utah)

**SERIES:** 12054

3

**TITLE:** Utility accounts receivable

**DATES:** undated

**ARRANGEMENT:** Numerical by account number

**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).

**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:**

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

**PRIMARY CLASSIFICATION:**

Public