

# Retention and Classification Report

**Agency:** Alta (Utah) (42)

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**Records Officer:** Katherine Black

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**AGENCY:** Alta (Utah)

**SERIES:** 29358

3

**TITLE:** Budgets

**DATES:** 2016-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 68.

**AUTHORIZED:** 07/21/2017

**FORMAT MANAGEMENT:**

**APPRAISAL:**

Administrative Fiscal Historical

**AGENCY:** Alta (Utah)

**SERIES:** 27378

3

**TITLE:** Code of revised ordinances

**DATES:** 1980.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 21.

**AUTHORIZED:** 02/04/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Administrative Historical Legal

The disposition is based on the legal, administrative, and historical value of the code of revised ordinances.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alta (Utah)

**SERIES:** 27363

3

**TITLE:** Council minutes

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Alta (Utah)

**SERIES:** 27363

**TITLE:** Council minutes

(continued)

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**APPRAISAL:**

Administrative Fiscal Historical Legal  
Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Alta (Utah)

**SERIES:** 27379

3

**TITLE:** General plan

**DATES:** 1973, 1992-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

**AUTHORIZED:** 02/04/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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**AGENCY:** Alta (Utah)

**SERIES:** 27379

**TITLE:** General plan

(continued)

**APPRAISAL:**

Administrative Historical

The Alta Master Plan is a statement of official policy to guide decisions affecting Alta's development. The plan includes profile information about Alta.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Alta (Utah)

**SERIES:** 27364

3

**TITLE:** Ordinances

**DATES:** 1972-

**ARRANGEMENT:** Numerical by ordinance 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 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:** 01/25/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Alta (Utah)

**SERIES:** 27373

3

**TITLE:** Planning Commission minutes

**DATES:** 1972-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2005), et seq. "Written minutes shall be kept of all open meetings.(UCA 52-4-7 (2005)). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Fiscal Historical Legal

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alta (Utah)

**SERIES:** 27365

3

**TITLE:** Resolutions

**DATES:** 1973-

**ARRANGEMENT:** Numerical

**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 22.

**AUTHORIZED:** 01/25/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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**APPRAISAL:**

Administrative Historical Legal

The disposition is based on the legal, administrative, and historical value of the resolutions.

**PRIMARY DESIGNATION:**

Public