

Retention and Classification Report

Agency: Glendale (Utah) (423)

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Records Officer

24194 Annual audits
24195 Council minutes
24203 *Revised ordinances

AGENCY: Glendale (Utah)

SERIES: 24194

3

TITLE: Annual audits

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Glendale (Utah)

SERIES: 24194

TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Glendale (Utah)

SERIES: 24195

TITLE: Council minutes

DATES: 1935-

ARRANGEMENT: Chronological by date.

4

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Glendale city council meeting minutes summarize the discussions held at council meetings. They indicate the date and place each meeting was held and identify those present. Glendale has a traditional town government which consists of a mayor and four council members who exercise the community's legislative and executive powers (see Utah Code Unannotated, 1991, 10-3-101). The council is responsible for all aspects of community management. The Glendale city council appoints town officials and appropriates their salaries, levies taxes and approves expenditures, provides for municipal elections, and regulates business activity within the community. The council spends much time on maintaining roads and a culinary water works. The council works with the Glendale Irrigation Company to manage irrigation water, and with the neighboring Orderville city council to provide fire and police protection, and maintain a common sewer and city dump. The Glendale council has emphasized youth activities. After the Glendale Elementary School closed (1969), the council helped turn the abandoned building into a civic center. Since 1998 the Glendale city council has worked with other Kane County agencies and communities on issues relating to the Grand Staircase National Monument.

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.

AGENCY: Glendale (Utah)

SERIES: 24195

TITLE: Council minutes

(continued)

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

Glendale council minutes provide an historical account of municipal government in a small southern Utah community.

PRIMARY CLASSIFICATION:

Public

AGENCY: Glendale (Utah)

SERIES: 24203

4

TITLE: Revised ordinances

DATES: 1975.

ARRANGEMENT: Numerical by title, chapter, and section.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The city council in each of Utah's incorporated towns exercises its legislative powers by passing ordinances. Ordinances regulate all activity within the community (Utah Code, 1988, 10-3-701-707). With the support of the Utah League of Cities and Towns, the Glendale council published a complete set of revised ordinances in 1975. This publication is a complete simplified code of all general or permanent ordinances for Glendale. The code outlines general provisions for conduct and imposes punishments for misconduct. It defines Glendale's boundaries and incorporation classification. The code defines the responsibilities of all town officers including the governing body and all appointed officers. It addresses budget and tax issues, and regulates businesses, municipal improvements, and public services. Revised ordinances include a health code, fire department code, and planning and zoning ordinances. Sections of the code regulate animals, garbage and litter, public nuisances, and define offenses.

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 after being microfilmed.

AGENCY: Glendale (Utah)

SERIES: 24203

TITLE: Revised ordinances

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Revised ordinances are a complete set of permanent ordinances for the town of Glendale. They establish the conditions and terms of municipal government.

PRIMARY CLASSIFICATION:

Public