

# Retention and Classification Report

**Agency:** Alton (Utah) (44)

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435-648-2635

**Records Officer:** Carrie Heaton

24181 Annual audits  
24269 \*Community progress book  
24273 Council minutes  
24274 \*Master plan  
24185 Ordinances and resolutions  
24270 \*Water and road project photographs

**AGENCY:** Alton (Utah)

**SERIES:** 24181

3

**TITLE:** Annual audits

**DATES:** 1971-1979; 1983; 1999-

**ARRANGEMENT:** Chronological

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Alton (Utah)

**SERIES:** 24181

**TITLE:** Annual audits

(continued)

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alton (Utah)

**SERIES:** 24269

1

**TITLE:** Community progress book

**DATES:** ca. 1978-1980.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

This volume documents Alton City's participation in the Utah Community Progress (UCP) program from 1976 to 1980. The compiled book provides a detailed report about the city's goals and improvement projects.

The local committee compiled progress reports covering two-year periods. They were compiled for 1976-1978, 1978-1980.

The Utah Community Progress program (sponsored by Utah State University Extension Program, the Utah League of Cities and Towns, and the Utah Department of Community Affairs) was created in 1972 to promote quality leadership and direction for Utah. The program sponsored an annual progress award to municipalities which did the best job in following through to meet specific goals. Awards consisted of cash prizes and recognition.

Community Progress goals fit into one of five areas of emphasis: Planning, Human Relations and Cultural Enrichment, Economic Development, Physical Environment, and Community Services.

Binders were furnished by the Utah Community Progress program to document community accomplishments. Included are printed tabs for each area of emphasis and goal sheets. Instructions are to indicate through pictures, newspaper clippings, and articles, accomplishments in the improvement of the specific area of emphasis.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Alton (Utah)

**SERIES:** 24269

**TITLE:** Community progress book

(continued)

**FORMAT MANAGEMENT:**

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 Office permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alton (Utah)

**SERIES:** 24273

4

**TITLE:** Council minutes

**DATES:** 1935-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Like other traditional city councils in Utah, the Alton town council consists of a mayor and four trustees who are responsible to exercise the community's legislative and executive powers (Utah Code Unannotated, 1991, 10-3-101). Council meeting minutes should provide a record of topics discussed. Entries for each meeting should also include the date and the names of those present. However, the Alton town council minutes are more in the form of notes taken at council meetings and do not consistently provide this information. The Alton town council appoints city officials and appropriates their salaries, levies taxes, and approves expenditures. It provides or contracts for services, controls animals and traffic, and coordinates community upkeep of buildings and roads.

**RETENTION:**

Retain permanently.

**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:** 07/05/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Alton (Utah)

**SERIES:** 24273

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Historical

Council minutes provide unique information on life in, and governance of, this small town.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alton (Utah)

**SERIES:** 24274

4

**TITLE:** Master plan

**DATES:** 1981.

**ARRANGEMENT:** By subject.

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

In April 1981, Alton town council members adopted the Alton Master Plan which they had created according to guidelines provided in Utah's "Municipal Planning Enabling Act." (Utah Code, 1984-1985, 10-9-20). The town council adopted this master plan as an official policy to guide decisions affecting Alton's development. Most of the information in the plan is actually profile information about Alton. This northern Kane County community was settled in 1907 by Jonathan Heaton. It includes 225 acres of land, of which interior blocks are primarily residential and outer blocks are primarily agricultural. Alton's population declined from 154 persons in 1950 to 79 in 1980. The community consists of 42 single family homes, 21 of which were occupied year-round in 1981. Public services and facilities include street maintenance, police and fire protection, and culinary water. Alton goals and policies suggest the possibility of population growth as a result of development in Alton's coal fields. Outside of this possibility, Alton is not likely to grow and therefore public services should be kept at a minimum. Any future building should be in areas where the soil and water table are most compatible.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07/05/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.



**AGENCY:** Alton (Utah)

**SERIES:** 24274

**TITLE:** Master plan

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alton (Utah)

**SERIES:** 24185

4

**TITLE:** Ordinances and resolutions

**DATES:** 1936-

**ARRANGEMENT:** Chronological by date passed.

**TOTAL VOLUME:**

**DESCRIPTION:**

Utah law authorizes the governing body of each municipality to exercise its legislative powers through ordinances. The governing body may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, or condition authorized by law (Utah Code, 1988, 10-3-701-702). Early Alton ordinances establish community boundaries, specify the responsibilities and salaries of community officers, and govern activity within town limits. Later ordinances and resolutions amend the original ordinances, impose taxes, and provide for public services. The Alton council passed ordinances adopting a uniform building code and creating a zoning law.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 03/21/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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**AGENCY:** Alton (Utah)

**SERIES:** 24185

**TITLE:** Ordinances and resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Alton ordinances and resolutions provide the foundation for municipal government and identify issues of importance to the community.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Alton (Utah)

**SERIES:** 24270

3

**TITLE:** Water and road project photographs

**DATES:** 1977; 1992; 1998; 2000; 2001.

**ARRANGEMENT:** Chronological by photograph date.

**TOTAL VOLUME:**

**DESCRIPTION:**

These albums document the construction of the culinary water system and roads in Alton. There are three photographs (4x6) per album page, some are identified others are not. They are grouped into the following four projects: 1977 - the drilling for water with drought relief funds at Birch Springs; 1992- Alton's farmers pipe project (phase I); 1998 - Culinary water project; and 2001 - the Alton Road Project.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

**AUTHORIZED:** 05/30/2008

**FORMAT MANAGEMENT:**

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:**

Historical

Disposition is based on the historic value of these photographs in documenting community changes in Alton.

**AGENCY:** Alton (Utah)

**SERIES:** 24270

**TITLE:** Water and road project photographs

(continued)

**PRIMARY DESIGNATION:**

Public