

Retention and Classification Report

Agency: Antimony (Utah) (48)

Community Center, 120 North Main St
P.O. Box 120046
Antimony, UT 84712
435-624-3300

Records Officer: Roma Henrie

24341	Audit reports
24343	Council minutes
24342	Ordinances and resolutions

AGENCY: Antimony (Utah)

SERIES: 24341

3

TITLE: Audit reports

DATES: 1979-

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:

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 after being microfilmed.

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

AGENCY: Antimony (Utah)

SERIES: 24341

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

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. Only audits reports for the years 1979-81, 1983-85, 1992 could be found in the city offices on August 20, 2002.

PRIMARY CLASSIFICATION:

Public

AGENCY: Antimony (Utah)

SERIES: 24343

3

TITLE: Council minutes

DATES: 1976,1987-1996,2000-

ARRANGEMENT: Chronological

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:

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:

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AGENCY: Antimony (Utah)

SERIES: 24343

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Minutes from 1937 incorporation to 1976 could not be found and from 1997 to 1999 also were missing when visited town offices on August 20, 2002.

PRIMARY CLASSIFICATION:

Public

AGENCY: Antimony (Utah)

SERIES: 24342

3

TITLE: Ordinances and resolutions

DATES: 1937-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These documents include petition to incorporate, resolution to incorporate, town plot, ordinances of; 1936, building inspection - 1994, elections - 1993, Water - 1982, Sales tax - 1993, Private School 1985, and Television ordinances - 1962.

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:

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AGENCY: Antimony (Utah)

SERIES: 24342

TITLE: Ordinances and resolutions

(continued)

APPRAISAL:

Administrative Historical 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.

PRIMARY CLASSIFICATION:

Public