

Retention and Classification Report

Agency: Honeyville (Utah) (505)

Honeyville City Hall
2635 West 6980 North, P.O. Box 142
Honeyville, UT 84314
435 279-8427

Records Officer: Emily Ketsbever

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AGENCY: Honeyville (Utah)

SERIES: 23533

3

TITLE: Audits and financial statements

DATES: 1975-1990; 1992-1994; 1996; 1998-

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 in office.

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: Honeyville (Utah)

SERIES: 23533

TITLE: Audits and financial statements

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23376

3

TITLE: Board of Adjustment minutes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Honeyville (Utah)

SERIES: 23376

TITLE: Board of Adjustment minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23361

3

TITLE: Call's Fort Cemetery entitlement to burial and perpetual care certificates

DATES: 1959-

ARRANGEMENT: Chronological and numerical by certificate number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain until microfilmed.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Honeyville (Utah)

SERIES: 23361

TITLE: Call's Fort Cemetery entitlement to burial and perpetual care certificates

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 1.

This series has administrative, legal, and historical value as documentation of burial rights and perpetual care for lots in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 28170

3

TITLE: Cemetery burial files

DATES: 1927-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

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.

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

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 5.

This series has historical value as documentation of individuals buried in the Honeyville and Call's Fort Cemeteries.

AGENCY: Honeyville (Utah)

SERIES: 28170

TITLE: Cemetery burial files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 28192

3

TITLE: Cemetery maps

DATES: 1901-

ARRANGEMENT: Alphabetically by cemetery name, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

Digital image: 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 7.

This series has administrative and historical value as documentation of the layout and organization of the cemetery.

AGENCY: Honeyville (Utah)

SERIES: 28192

TITLE: Cemetery maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23364

3

TITLE: City Council minutes

DATES: 1911-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 until microfilmed.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Honeyville (Utah)

SERIES: 23364

TITLE: City Council minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Honeyville (Utah)

SERIES: 23359

3

TITLE: City cemetery deed records

DATES: 1929-

ARRANGEMENT: Chronological and numerical by deed or certificate number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Honeyville (Utah)

SERIES: 23359

TITLE: City cemetery deed records

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

This series has administrative, legal, and historical value as documentation of ownership of burial plots in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 28178

3

TITLE: Funeral programs and obituaries

DATES: 1952-1984.

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains funeral programs and obituaries for individuals buried in the Honeyville and Call's Fort Cemeteries. The items were collected by a local resident and given to Honeyville City. The City retains the collection as an informational resource about individuals buried in the cemeteries. The earliest program in the collection dates from 1952, but the rest date from the period between 1960 and 1984.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 with authority to weed.

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

APPRAISAL:

Historical

This series has historical value as documentation of the identity and burial of individuals interred in the Call's Fort and Honeyville Cemeteries.

RETENTION JUSTIFICATION:

AGENCY: Honeyville (Utah)

SERIES: 28178

TITLE: Funeral programs and obituaries

(continued)

While the records in this series were not created or collected by a government agency, Honeyville City did accept their donation to the City and retained the records for reference purposes. The records were deemed to have permanent research value as documentation of the funeral and burial customs and of individuals buried in the cemeteries in Honeyville.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23357

3

TITLE: Planning and zoning commission minutes

DATES: 1978-1999.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain until microfilmed.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Honeyville (Utah)

SERIES: 23357

TITLE: Planning and zoning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

While the records in this series were not created or collected by a government agency, Honeyville City did accept their donation to the City and retained the records for reference purposes. The records were deemed to have permanent research value as documentation of the funeral and burial customs and of individuals buried in the cemeteries in Honeyville.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23377

3

TITLE: Receipt and disbursement register

DATES: 1912-1975.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This register tracks receipts issued by the municipality and disbursement of municipal funds through the issuing of warrants. Receipt information includes number or receipt, date, from whom received, amount for taxes, and type of account (water works, electric lights, etc.). Disbursement information includes number of warrant, date issued, to whom, service provided or item purchased, amount and name of account (water works, light, salaries, printing and stationary, collection taxes and miscellaneous).

RETENTION:

Retain in office.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Honeyville (Utah)

SERIES: 23377

TITLE: Receipt and disbursement register

(continued)

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

This disposition of historical value refers to the volume of records for 1912-1975.

While the records in this series were not created or collected by a government agency, Honeyville City did accept their donation to the City and retained the records for reference purposes. The records were deemed to have permanent research value as documentation of the funeral and burial customs and of individuals buried in the cemeteries in Honeyville.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 80005

3

TITLE: State Treasurer's account statements

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These financial statements report monthly of monies deposited with the State Treasurer under the State Money Management Act of 1974 (UCA 51-7). This law allows political subdivisions to deposit monies with the State Treasurer to be invested. These statements are required under the act (UCA 51-7-9). There are three statements: a deposit form, an account statement and an investment credit notice. The deposit form reports the amounts deposited; the account statement reports on all transactions (deposits, withdrawals, and interest earned); and the interest credit notice reports on the interest rate and amount of earned.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1987.

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 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office. These statements are used for informational purposes and for reports to the city council. They are not audited. The State Treasury maintains the record copy of all statements sent to Honeyville City and their records are audited annually (UCA 51-7-9).

AGENCY: Honeyville (Utah)

SERIES: 80005

TITLE: State Treasurer's account statements

(continued)

While the records in this series were not created or collected by a government agency, Honeyville City did accept their donation to the City and retained the records for reference purposes. The records were deemed to have permanent research value as documentation of the funeral and burial customs and of individuals buried in the cemeteries in Honeyville.