Retention and Classification Report

Agency: Huntsville (Utah) (518)

Huntsville Town Hall
7309 East 200 South, P.O. Box 267
Huntsville, UT 84317
801 745-3420

Records Officer Gail Ahlstrom

05314	*Administrative records
84795	*Cemetery records
05278	*Council minutes
05279	Ordinances
05139	*Warrant registers

AGENCY: Huntsville (Utah)

SERIES: 5314 3
TITLE: Administrative records
DATES: 1903-1909.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

AGENCY: Huntsville (Utah)

SERIES: 84795 3
TITLE: Cemetery records

DATES: s 1967.
ARRANGEMENT: By record type, thereunder alphabetical, chronological, or by geographic location.
DESCRIPTION:

This consists of an alphabetical listing of persons buried in the cemetery with burial location, a list of names and dates of death in date order, and plot maps of the cemetery .

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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Microfilm duplicate: For records prior to and including 1967.
Retain in State Archives permanently.

AGENCY: Huntsville (Utah)

SERIES: 5278 3
TITLE: Council minutes
DATES: 1906-1909.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

The City Council serves as the governing body that organizes and maintains city services and that manages all city business and property. Minutes include both summaries of topics discussed during the meetings and a listing of all orders and decisions made by the council.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
Council minutes document the actions and decisions of the City Council and function as a permanent record of city business.

PRIMARY CLASSIFICATION:

Public

AGENCY: Huntsville (Utah)

SERIES: 5279 3
TITLE: Ordinances
DATES: 1909-
ARRANGEMENT: Alphanumerical.
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: //

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

APPRAISAL:

Administrative Historical Legal
This series functions as the permanent record of all ordinances created by city government. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Huntsville (Utah)

SERIES: 5279
TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Huntsville (Utah)

SERIES: 5139 3
TITLE: Warrant registers

DATES: 1904-1910.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public