Retention and Classification Report

Agency: Hurricane (Utah) (519)

147 North 870 West
Hurricane, UT 84737
435-635-2811

Records Officer Kaden DeMille

25096	Audit reports
25097	Cemetery records
25099	Council minutes
25094	General plan
25098	* Incorporation papers
25095	Ordinance and resolutions
25210	Publications

AGENCY: Hurricane (Utah)

SERIES: 25096 3
TITLE: Audit reports
DATES: 1944-
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.

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.

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AGENCY: Hurricane (Utah)

SERIES: 25096
TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Hurricane (Utah)

SERIES: 25097 3
TITLE: Cemetery records
DATES: 1911-
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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:

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AGENCY: Hurricane (Utah)

SERIES: 25097
TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

These records have historical and administrative value as documentation of the burial of individuals.

PRIMARY CLASSIFICATION:

Public

AGENCY: Hurricane (Utah)

SERIES: 25099 3
TITLE: Council minutes

DATES: 1956-
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: Hurricane (Utah)

SERIES: 25099
TITLE: Council minutes

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Hurricane (Utah)

SERIES: 25094 3
TITLE: General plan
DATES: 1999-
ARRANGEMENT: Chronological
DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

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.

AGENCY: Hurricane (Utah)

SERIES: 25094
TITLE: General plan

(continued)

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APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Hurricane (Utah)

SERIES: 25098 3
TITLE: Incorporation papers
DATES: 1912.
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Hurricane (Utah)

SERIES: 25098
TITLE: Incorporation papers

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APPRAISAL:
Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Hurricane (Utah)

SERIES: 25095 3
TITLE: Ordinance and resolutions
DATES: 1942-
ARRANGEMENT: Chronological
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:

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: Hurricane (Utah)

SERIES: 25095
TITLE: Ordinance 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

AGENCY: Hurricane (Utah)

SERIES: 25210 3
TITLE: Publications
DATES: 1980-
ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Hurricane or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Hurricane City News" (volume XVII, 1997)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public