

Retention and Classification Report

Agency: Junction (Utah) (555)

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Records Officer: Teresa Pearson

23960 Annual audits
23966 *Cemetery record
23964 *Codified ordinances
23963 Council minutes
23965 *Plat maps

AGENCY: Junction (Utah)

SERIES: 23960

3

TITLE: Annual audits

DATES: 1950-

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 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.

Microfilm master: Retain in State Archives permanently.

AGENCY: Junction (Utah)

SERIES: 23960

TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Junction (Utah)

SERIES: 23966

TITLE: Cemetery record

DATES: 1990.

ARRANGEMENT: Grouped by cemetery.

ANNUAL ACCUMULATION:

DESCRIPTION:

Inasmuch as the town of Junction had kept no records relating to community cemeteries, Ms. Dortha B. Davenport took the initiative to reconstruct and compile a cemetery record for the community. In compiling this record Ms. Davenport obtained information from obituaries, LDS Church records, her personal journal, communication with relatives, and the inscriptions on headstones in Junction's several cemeteries. For each individual this record potentially provides the following information: name of deceased, gender, date and place of birth, parents' names, spouse's names, date and place of death, and cause of death. Ms. Davenport's compilation includes information about individuals buried in the Hill Cemetery (currently in use) as well as for the City Creek, Field, and Howes Cemeteries. Her record includes brief histories of abandoned cemeteries and maps of the City Creek and Field Cemeteries.

RETENTION:

Retain in office 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.

AGENCY: Junction (Utah)

SERIES: 23966

TITLE: Cemetery record

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

Junction cemetery record provides burial and vital information about individuals buried in Junction cemeteries.

PRIMARY CLASSIFICATION:

Public

AGENCY: Junction (Utah)

SERIES: 23964

4

TITLE: Codified ordinances

DATES: 1976.

ARRANGEMENT: By title, chapter, and part.

ANNUAL ACCUMULATION:

DESCRIPTION:

In June 1976 the Junction town council adopted the "Code of Revised Ordinances of the Town of Junction," which is a complete simplified code of all general or permanent city ordinances (Utah Code Unannotated, 1991, 10-3-707). Codified ordinances delineate the functions of town government, and define the responsibilities of both elected and appointed officials. In addition to statutory offices, Junction ordinances authorize a superintendent of streets, a chief of police, a pound keeper, a cemetery superintendent, a water superintendent, a fire chief, and a board of health. Junction ordinances define criminal activity and provide for punishments and fines. They contain statutes regulating business, water usage, and waste disposal, and they authorize taxation.

RETENTION:

Retain in office 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:

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.

AGENCY: Junction (Utah)

SERIES: 23964

TITLE: Codified ordinances

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Junction codified ordinances contain the simplified code of all permanent ordinances, which is the basis for municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Junction (Utah)

SERIES: 23963

4

TITLE: Council minutes

DATES: 1903-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Junction town council is responsible for all aspects of town government including maintaining public services and utilities, appointing town officials and setting their salaries, establishing a budget, and regulating activity within the community. Municipal councils are required by law to keep council minutes which summarize all matters proposed, discussed or decided at monthly and special council meetings (Utah Code Unannotated, 1992, 52-4-7). Each set of Junction council minutes includes the date and time of the meeting and names those present. Minutes summarize the council's discussion and indicate the outcome of votes on council decisions. Junction council minutes reveal that municipal government's primary function has been maintaining the town water works.

RETENTION:

Retain in office 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:

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.

AGENCY: Junction (Utah)

SERIES: 23963

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

By summarizing the discussion at town council meetings, the council minutes provide a valuable historical sketch of Junction municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Junction (Utah)

SERIES: 23965

3

TITLE: Plat maps

DATES: 1890.

ARRANGEMENT: None

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are two township plat maps that were used to identify specific locations and to document the original settlement. The maps are labeled plat B and Plat B addition. The surveys which resulted in these maps were done in July 1886 by John Morrill to document land belonging to him and others. Plat B is signed by a Probate Court judge, sealed and recorded by the county recorder on September 22, 1890. The maps show the land divided up into lots and divided by streets. The lots and street widths are measured in rods, with a building name or owner last name and first initial in each lot on the map, and whether or not the land was deeded. Information also includes map scale, surveying measurements and survey reference points.

RETENTION:

Retain in office 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:

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.

Maps: Retain in Office permanently.

Photographs: Retain in State Archives permanently.

AGENCY: Junction (Utah)

SERIES: 23965

TITLE: Plat maps

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 1, Item
14.

PRIMARY CLASSIFICATION:

Public