

Retention and Classification Report

Agency: Kanab (Utah) (566)

76 North Main
Kanab, UT 84741
435-644-2534

Records Officer: Lorna Watson

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28343 *Cemetery maps
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24210 *Economic and demographic studies
24209 Energy Board minutes
24208 *General plan
10256 *Justice court records
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84960 City council minutes

AGENCY: Kanab (Utah)

SERIES: 28341

3

TITLE: Cemetery burial index

DATES: 1870-2008.

ARRANGEMENT: Alphabetical by name of deceased.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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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.

M-Disk: 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 8.

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

AGENCY: Kanab (Utah)

SERIES: 28341

TITLE: Cemetery burial index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 28343

3

TITLE: Cemetery maps

DATES: None.

ARRANGEMENT: None.

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:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Paper copy: 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 permanent historical value as documentation of the layout of the cemetery and the ownership of cemetery lots.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 84960

4

TITLE: City council minutes

DATES: 1885-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Kanab city council consists of the mayor and council members who exercise the city's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The council is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, regulating activity within the city, and protecting the health and well being of residents. Kanab city council meeting minutes summarize the discussions held at council meetings. They indicate the date and place each meeting was held and identify those present. Bills authorized and paid by the council are itemized in the minutes (1924-1985). 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 52-4-203 (2) (2009).

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.

AGENCY: Kanab (Utah)

SERIES: 84960

TITLE: City council minutes

(continued)

FORMAT MANAGEMENT:

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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.

APPRAISAL:

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

The Kanab city council minutes provide detailed information about Kanab's municipal government.

PRIMARY CLASSIFICATION:

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

AGENCY: Kanab (Utah)

SERIES: 24210

3

TITLE: Economic and demographic studies

DATES: 1991; 1992.

ARRANGEMENT: Chronological by report date.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These studies provide an economic and demographic profile of Kanab for companies considering relocation. The first is a preliminary study completed in September 1991, the second is the final profile completed in June 1992. The studies include statistics, population projections, graphs, diagrams, and tables concerning sales tax, business costs, temperatures, comparisons of corporate income rates in western states, education, and maps.

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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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.

AGENCY: Kanab (Utah)

SERIES: 24210

TITLE: Economic and demographic studies

(continued)

APPRAISAL:

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

Disposition is based on the value of these records in providing a historic snapshot of the economy and population in Kanab in the early 1990's.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 24209

3

TITLE: Energy Board minutes

DATES: 1985-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of the Kanab Energy Board. Kanab provides municipal power to its residents and this board manages its operation. The minutes begin with discussions on bringing municipal power to Kanab. The Committee was initially called the Kanab City Power Board. Its name was changed in July 1998. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." They may also include an official agenda.

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:

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.

AGENCY: Kanab (Utah)

SERIES: 24209

TITLE: Energy Board minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

Disposition is based on the historic importance of these records in showing the growth, and energy use, of Kanab.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 24208

4

TITLE: General plan

DATES: 1995.

ARRANGEMENT: Grouped by topic.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Kanab city council and planning commission, in conjunction with the Five County Association of Governments, created the Kanab General Plan according to guidelines established Utah's in "Municipal Land Use Development and Management Act" (Utah Code, 1992, 10-9-301-306). In this plan, adopted 26 September 1995, Kanab's municipal government expresses the hope that Kanab will be a community which "protects the heritage, culture and values of the past while striving for a more diversified economy and creating an environment conducive to a high quality of life for living, working, visiting, and playing." The council proposes the plan as a decision making guide for businesses and individuals, and as a planning guide for the city council and its various appointed boards and commissions.

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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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Kanab (Utah)

SERIES: 24208

TITLE: General plan

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

The Kanab general plan provides comprehensive information about Kanab as well as a plan to be used as a guide for local planning and decision making.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 10256

3

TITLE: Justice court records

DATES: 1918-1920.

ARRANGEMENT: Chronological by date.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

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 after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Historical

Disposition is based on these being among the only known surviving records from the justice court in Kanab.

AGENCY: Kanab (Utah)

SERIES: 10256

TITLE: Justice court records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 24973

3

TITLE: Kanab and Kane County economic development strategic plans

DATES: 1998.

ARRANGEMENT: Separated by community and county.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Kanab and Kane County Economic Development Strategic Plans were prepared by the Kane County Economic Development Working Team, which included city council representatives from Kanab, Orderville, Big Water, and lay citizens. The Kane County strategic plan was adopted by the Kane County Commission in January 1996. Both the Kanab and Kane County strategic plans were adopted by the Kanab City Council in February 1998, as an appendage to the general plan. This booklet, including both plans, begins with a demographic and economic analysis of Kanab, Kane County's largest community. It includes statements about Kanab's strengths and weaknesses, and a vision statement of Kanab's ideal economy. The booklet includes a strategic plan for Kane County. Demographic and economic information about the county is followed by objectives for improvement.

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 with authority to weed.

AGENCY: Kanab (Utah)

SERIES: 24973

TITLE: Kanab and Kane County economic development strategic plans

(continued)

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

The Kane County and Kanab Strategic plans provide economic and demographic information about Kanab and Kane County. They outline goals and objectives for improving Kane County's economy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 24206

4

TITLE: Planning Commission minutes

DATES: 1979-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

Utah law provides for the appointment of municipal planning commissions to assist city councils by originating development plans, drafting zoning laws, and monitoring growth in public spaces (Utah Code Annotated, 1953, 10-9-4). The Kanab city council has appointed and worked very closely with a Kanab planning commission on all land use and development issues since 1979. Kanab planning commission minutes summarize the discussion at monthly meetings and describe all issues brought before the commission. Each set of minutes is dated and indicates the names of those present including commission members and individuals making requests.

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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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.

AGENCY: Kanab (Utah)

SERIES: 24206

TITLE: Planning Commission minutes

(continued)

APPRAISAL:

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

Kanab planning commission minutes provide detailed information about the physical development of the city.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanab (Utah)

SERIES: 84920

4

TITLE: Revised ordinances

DATES: 1893-1916; 1997-

ARRANGEMENT: Chronological by date adopted, thereunder by title, chapter, and section.

ANNUAL ACCUMULATION:

DESCRIPTION:

The city council in each of Utah's incorporated cities exercises its legislative powers by passing ordinances. Ordinances regulate all activity within the community (Utah Code, 1988, 10-3-701-707). At the time of incorporation the Kanab town board (as the city council was formerly called) compiled and adopted a set of ordinances as a basis for the city government. These ordinances set the town boundaries; established positions for a number of appointed officials and defined their responsibilities; established rules of conduct; and set requirements for conducting business. The Kanab city council compiled and updated sets of complete city ordinances periodically thereafter. This series includes some of those sets of revised ordinances. The most recently revised set of Kanab ordinances is much broader in scope and also includes regulations for elections, courts, taxation, municipal improvements, public utilities and services, new construction, public transportation, safety, and the management of public property, as well as planning and zoning laws.

RETENTION:

Retain permanent

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.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kanab (Utah)

SERIES: 84920

TITLE: Revised ordinances

(continued)

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical 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: Kanab (Utah)

SERIES: 27380

3

TITLE: Zone change records

DATES: 1964-

ARRANGEMENT: Chronological by date filed

ANNUAL ACCUMULATION:

DESCRIPTION:

Zone change records document requests for zone changes on specific properties in Kanab City. Change requests are considered by the planning commission. Information in the files includes applications, legal descriptions, and information about current and proposed land uses. The files may also include maps, investigative reports, copies of planning commission minutes, notice of hearings, or copies of ordinances.

RETENTION:

Retain 30 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

AGENCY: Kanab (Utah)

SERIES: 27380

TITLE: Zone change records

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 5.

Zoning records have administrative value for the city. As a historical record, they document previous land use for specific locations.