

# Retention and Classification Report

**Agency:** Kaysville (Utah) (568)

23 East Center  
Kaysville, UT 84037  
801 546-1235

**Records Officer:** Maria Devereux

06397 City Council minutes  
27748 Failed initiative petitions and signature sheets  
84871 \*Payroll register

**AGENCY:** Kaysville (Utah)

**SERIES:** 6397

4

**TITLE:** City Council minutes

**DATES:** i 1868-

**ARRANGEMENT:** Chronological according to date of entry

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1868 through 1980. Retain in State Archives permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Kaysville (Utah)

**SERIES:** 27748

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**TITLE:** Failed initiative petitions and signature sheets

**DATES:** 2011-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are failed petitions which were prepared by sponsors seeking to have an initiative submitted to the city council or to a vote of the people for approval or rejection. These petitions have been officially disqualified because the number of certifying signatures is insufficient. The records include an initiative describing proposed legislation and the names addresses and phone numbers of the persons who signed the petitions.

**RETENTION:**

Retain 5 Years after issue is resolved, may transfer to archives.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

**AUTHORIZED:** 09/19/2011

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after petition has been declared insufficient and then may transfer to the State Archives.

**APPRAISAL:**

Administrative Historical

During their deliberation in September 2011 the SRC asserted that these records have ongoing historic value as documentation of state action and the concerns of citizens whether the petition is successful or not.

**AGENCY:** Kaysville (Utah)

**SERIES:** 84871

4

**TITLE:** Payroll register

**DATES:** i 1952-1981.

**ARRANGEMENT:** Chronological, thereunder alphabetical by last name of employee  
**DESCRIPTION:**

Each city employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

**AUTHORIZED:** 11/28/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

**APPRAISAL:**

**AGENCY:** Kaysville (Utah)

**SERIES:** 84871

**TITLE:** Payroll register

(continued)

**PRIMARY DESIGNATION:**

Private