

Retention and Classification Report

Agency: Kingston (Utah) (569)

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Records Officer

23957 Annual audits and financial statements
28372 *Cemetery records
23958 Council minutes
23962 *Drinking Water Source Protection Plan
23959 Ordinances and resolutions
28373 *Town Hall progress reports

AGENCY: Kingston (Utah)

SERIES: 23957

3

TITLE: Annual audits and financial statements

DATES: 1969-1971; 1991; 1996-

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)). Also included are financial statements.

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: Kingston (Utah)

SERIES: 23957

TITLE: Annual audits and financial statements

(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: Kingston (Utah)

SERIES: 28372

3

TITLE: Cemetery records

DATES: ca. 1954-ca. 1958.

ARRANGEMENT: Alphanumerical by row or section and lot.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains various records documenting burials in the cemetery. The primary document is an inventory of graves apparently created in the 1950's. The inventory information is handwritten on pre-printed forms that were likely distributed by the Genealogical Society of Utah. The forms provide space to record such information as the lot number, name of the deceased, age, date and place of birth, death date, and names of parents, and/or spouse. 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.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: 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 6.

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

AGENCY: Kingston (Utah)

SERIES: 28372

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kingston (Utah)

SERIES: 23958

4

TITLE: Council minutes

DATES: 1961-

ARRANGEMENT: Chronological by meeting date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Kingston town council consists of a president (mayor) and four board members who exercise the community's legislative and executive powers (see Utah Code Unannotated, 1992, 10-3-101). The council is responsible for all aspects of town management, such as appointing officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. 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 minutes includes the date and time of the meeting and names those present. Kingston minutes summarize the discussion at council meetings and report actions taken by the council. Early Kingston council minutes itemize bills approved for payment. The Kingston town council spent much time on issues relating to culinary water. The council also sponsored holiday celebrations and maintained community roads and a cemetery.

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:

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Paper: Retain in Office permanently.

AGENCY: Kingston (Utah)

SERIES: 23958

TITLE: Council minutes

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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 of council meetings, the minutes provide a valuable historical sketch of Kingston municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kingston (Utah)

SERIES: 23962

4

TITLE: Drinking Water Source Protection Plan

DATES: 1998.

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

In 1998 Jones and DeMille Engineering prepared a document called Drinking Water Source Protection Plan for the Kingston town council. This volume describes the water source for Kingston and details all aspects of maintaining it. Information includes maps and diagrams of the community and water sources, well source information, aquifer test results, sanitization information, listings of possible potential contamination sources, well driller's reports, contingency plans for water rationing and decontamination, and reports from the Department of Environmental Quality. This document also includes the drinking water source protection ordinance which was adopted by the Kingston town council.

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:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kingston (Utah)

SERIES: 23962

TITLE: Drinking Water Source Protection Plan

(continued)

APPRAISAL:

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

This document provides detailed information about the Kingston water works.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kingston (Utah)

SERIES: 23959

4

TITLE: Ordinances and resolutions

DATES: 1989-

ARRANGEMENT: Chronological by document date.

ANNUAL ACCUMULATION:

DESCRIPTION:

According to Utah law the governing body of each municipality shall exercise its legislative powers through ordinances. (Utah Code Unannotated, 1991, 10-3-707). This series contains ordinances and resolutions adopted by the Kingston town council. With the exception of a 1992 ordinance imposing municipal sales tax, all ordinances and resolutions deal with utilities and public services. They include contracts or franchises for a 911 emergency number, cable television, telephone, electric service, and trash removal.

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:

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kingston (Utah)

SERIES: 23959

TITLE: Ordinances and resolutions

(continued)

APPRAISAL:

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

Kingston ordinances and resolutions provide legal documents authorizing local sales tax and providing contracts for public services.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kingston (Utah)

SERIES: 28373

3

TITLE: Town Hall progress reports

DATES: 1976.

ARRANGEMENT: Chronological by report date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports on the progress in the construction work on the town hall. The town acquired the vacant school and renovated it for use as a municipal and community building for Kingston. The reports outline work done over a number of months to remodel the building, including excavation of a mechanical room under the building, framing of new walls, electrical wiring, roofing, insulation, and a septic system. One report notes use of the building for community functions.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

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

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

APPRAISAL:

Historical

This series has permanent historical value as documentation of the process of creating a municipal building for the town.

AGENCY: Kingston (Utah)

SERIES: 28373

TITLE: Town Hall progress reports

(continued)

PRIMARY CLASSIFICATION:

Public