

Retention and Classification Report

Agency: Kanarraville (Utah) (570)

Town Hall
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Records Officer: David Ence

23615 Annual audits and financial statements
23781 Codified ordinances
23616 *General plan
23613 Subject files
23612 Town board minutes
23781 Codified ordinances

AGENCY: Kanarraville (Utah)

SERIES: 23615

3

TITLE: Annual audits and financial statements

DATES: 1972-1984; 1986-

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 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 Records Center permanently.

AGENCY: Kanarrville (Utah)

SERIES: 23615

TITLE: Annual audits and financial statements

(continued)

Microfilm duplicate: Retain in Agency Record Center 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: Kanarrville (Utah)

SERIES: 23781

4

TITLE: Codified ordinances

DATES: 1934; 1986

ARRANGEMENT: Numerical by chapter and title.

ANNUAL ACCUMULATION:

DESCRIPTION:

In 1934, when Kanarrville became incorporated, the town board published the "Compiled Ordinances of Kanarrville, Utah," which is a complete simplified code of all general or permanent city ordinances (See Utah Code, 1991, 10-3-707). These ordinances were revised and republished in "Kanarrville Codified Ordinances, 1986." Codified ordinances include general provisions for the municipal government; define the responsibilities of town officers, define public offenses, and contain statutes relating to elections, taxation, and zoning regulations. Ordinances provide regulations for business, construction, health, and safety. They govern public utilities, transportation, and fire protection.

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:

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 State Archives permanently with authority to weed.

AGENCY: Kanarrville (Utah)

SERIES: 23781

TITLE: Codified ordinances

(continued)

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanarraville (Utah)

SERIES: 23616

4

TITLE: General plan

DATES: 1994.

ARRANGEMENT: None.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Utah law provides that each city shall prepare a comprehensive long-range general plan to guide growth and land development within the municipality (UCA 10-9-301(1), 1997). The plan is designed to serve as a guide for decision-making on zoning and other planning proposals. According to law, the plan may include: (a) a land use element; (b) a transportation element; (c) an environmental element; (d) a public services and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan; and any other elements that the municipality considers appropriate (UCA 10-9-302(2), 1997). Kanarraville adopted a general plan in April 1994. This plan contains information about Kanarraville's location, geography, demographics, history, weather, land use and housing. It outlines goals for each element as established by the town board. The board wants to maintain and enhance Kanarraville's rural and natural environment, including the maintenance of ranching in the area. They want Kanarraville to be a bedroom community for Cedar City and are not interested in any type of commercial or industrial development.

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: Kanarraville (Utah)

SERIES: 23616

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in State Records Center permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanarraville (Utah)

SERIES: 23613

4

TITLE: Subject files

DATES: 1933-

ARRANGEMENT: Alphabetical by subject.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Kanarraville municipal government kept important documents in a subject file. These documents include copies of city ordinances and resolutions, correspondence, reports, bonds, affidavits, agreements, petitions, burial transit permits, the general plan and other miscellaneous documents. Kanarraville subject files contain the following topics: building lots, cemetery, Cobblecrest Park, Enterprise Cable, emergency 911, fire department, Kanarraville town corporation, garbage, general plan, group homes, maps, mobile home parks, Mountain Fuel, public health, public records, release and covenant not to sue, resolutions, size lots, streets parking, subdivisions, Utah liability vehicles, water, water well, and Utah Power and Light Company.

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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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

AGENCY: Kanarrville (Utah)

SERIES: 23613

TITLE: Subject files

(continued)

Microfilm duplicate: Retain in State Records Center permanently.

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanarraville (Utah)

SERIES: 23612

4

TITLE: Town board minutes

DATES: 1976-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The Kanarraville town board is responsible for exercising the community's legislative and executive powers (see Utah Code, Unannotated, 1992, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes and managing city finances, maintaining public services and utilities, and regulating activity within the city. Kanarraville town board minutes summarize the discussion of issues before the board and describe actions taken by the board. Minutes identify the place and time of meeting and name those present. The Kanarraville town board focused chiefly on maintaining public services, and especially Kanarraville's municipal water. The board discussed water rates, delinquent water bills, installing water lines and meeting purification standards. The town board also addressed routine matters such as street maintenance, cemetery upkeep, and ongoing community clean up. The town board has been involved in July 4th celebrations and has sponsored dances. In 1986 Kanarraville established and began maintaining a fire department. Also in that year, the board published revised codified ordinances. In 1994 they began work on a new park, the Cobblecrest Recreation Facility. In 1998 the town board created a planning and zoning commission.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Kanarraville (Utah)

SERIES: 23612

TITLE: Town board minutes

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in State Records Center permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanarraville (Utah)

SERIES: 23614

3

TITLE: Zoning ordinances

DATES: 1999-

ARRANGEMENT: Numerical by chapter number, thereunder numerical by ordinance number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

AGENCY: Kanarrville (Utah)

SERIES: 23614

TITLE: Zoning ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 20,
Item 13.

PRIMARY CLASSIFICATION:

Public