

Retention and Classification Report

Agency: Laketown (Utah) (573)

200 East Center Street
P.O. Box 118
Laketown, UT 84038
435 946-2993

Records Officer: Melissa Johnson

26537 Audit reports
26536 General plan
09973 *Laketown Irrigation ledgers
09974 *Laketown precinct justice of the peace docket books
26539 Ordinances and resolutions
26538 Planning and zoning minutes
26540 Town council minutes

AGENCY: Laketown (Utah)

SERIES: 26537

3

TITLE: Audit reports

DATES: 1994-

ARRANGEMENT: Chronological by year

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Laketown (Utah)

SERIES: 26537

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 26536

3

TITLE: General plan

DATES: 1972-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: 04/05/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

AGENCY: Laketown (Utah)

SERIES: 26536

TITLE: General plan

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 9973

3

TITLE: Laketown Irrigation ledgers

DATES: 1897-1908; 1912-1936.

ARRANGEMENT: Chronological

DESCRIPTION:

These three volumes record information regarding shareholders of the Laketown Irrigation Company. Recorded information includes name of shareholder, number of shares held, date, description (assessments, payments, etc.), amount of assessment, amount paid by labor, and amount paid by cash. The first volume spans 1897-1908. A four-year gap (1908-1912) separates the first and second volume, which covers 1912-1926. The third volume represents 1927-1936.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

Early irrigation records are historically significant to local areas. Some irrigation companies are the forerunners of municipal governments.

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 9974

3

TITLE: Laketown precinct justice of the peace docket books

DATES: 1872-1947.

ARRANGEMENT: Chronological

DESCRIPTION:

These two volumes were used to document individual cases heard by the Laketown Precinct Justice Court. They contain the date, the names of the parties involved (plaintiffs and defendants), the complaint or reason for the hearing or court appearance, the name of the justice of the peace, the names of the attorneys, the type of papers filed, and the decision rendered in the case. Criminal and civil matters are contained in these volumes. More than one dozen marriages are recorded in the earlier volume. The justices also kept an accounting of costs associated with each case. There is a seven-year gap between the two volumes in archives' custody. The first covers 1872-1903 (with two cases from 1908) while the second spans 1910-1947.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary research value of documenting the minor criminal and civil actions handled in Laketown during its early settlement. Later dockets are destroyed in accordance with the Utah Courts Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 26539

3

TITLE: Ordinances and resolutions

DATES: 1965-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 04/05/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Laketown (Utah)

SERIES: 26539

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 26538

3

TITLE: Planning and zoning minutes

DATES: 1979-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Laketown (Utah)

SERIES: 26538

TITLE: Planning and zoning minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Laketown (Utah)

SERIES: 26540

3

TITLE: Town council minutes

DATES: 1947-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04/05/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical

AGENCY: Laketown (Utah)

SERIES: 26540

TITLE: Town council minutes

(continued)

PRIMARY DESIGNATION:

Public