

# Retention and Classification Report

**Agency:** Leeds (Utah) (584)  
Leeds Town Hall  
218 N. Main Street  
Leeds, UT 84746-0879  
435-879-2447

**Records Officer:** Robert Goldsberry

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**AGENCY:** Leeds (Utah)

**SERIES:** 25073

3

**TITLE:** Audit reports

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**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 after being microfilmed.

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**AGENCY:** Leeds (Utah)

**SERIES:** 25073

**TITLE:** Audit reports

(continued)

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**APPRAISAL:**

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

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 CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25074

3

**TITLE:** Cemetery records

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

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.

**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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**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

**AGENCY:** Leeds (Utah)

**SERIES:** 25074

**TITLE:** Cemetery records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25075

3

**TITLE:** Cemetery records

**DATES:** 1874-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

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.

**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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**AGENCY:** Leeds (Utah)

**SERIES:** 25075

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25053

3

**TITLE:** Council minutes

**DATES:** 1953-

**ARRANGEMENT:** Chronological

**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:**

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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**AGENCY:** Leeds (Utah)

**SERIES:** 25053

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25052

3

**TITLE:** General plan

**DATES:** 1985, 1995.

**ARRANGEMENT:** Chronological

**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:**

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:** Leeds (Utah)

**SERIES:** 25052

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25070

3

**TITLE:** Incorporation papers

**DATES:** 1952.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

**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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**AGENCY:** Leeds (Utah)

**SERIES:** 25070

**TITLE:** Incorporation papers

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25072

3

**TITLE:** Ordinances

**DATES:** 1953-

**ARRANGEMENT:** Chronological

**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:**

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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**AGENCY:** Leeds (Utah)

**SERIES:** 25072

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal 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:** Leeds (Utah)

**SERIES:** 25068

3

**TITLE:** Planning commission minutes

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**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:**

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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**AGENCY:** Leeds (Utah)

**SERIES:** 25068

**TITLE:** Planning commission minutes

(continued)

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 5059

3

**TITLE:** Reconstruction finance applications

**DATES:** 1933.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**AGENCY:** Leeds (Utah)

**SERIES:** 25071

3

**TITLE:** Resolutions

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**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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**AGENCY:** Leeds (Utah)

**SERIES:** 25071

**TITLE:** Resolutions

(continued)

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**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25069

3

**TITLE:** Zoning ordinances

**DATES:** 1983; 1998-

**ARRANGEMENT:** Chronological

**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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**AGENCY:** Leeds (Utah)

**SERIES:** 25069

**TITLE:** Zoning ordinances

(continued)

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public