

# Retention and Classification Report

**Agency:** Lewiston (Utah) (588)

PO Box 36  
29 South Main Street  
Lewiston, UT 84320  
435 258-2141

**Records Officer:** Julie Bergeson

80220 \*Audit reports  
80221 \*Cemetery records  
80217 Council minutes  
82283 Detailed general ledgers  
80223 \*Ordinances  
80222 \*Resolutions  
82285 \*Treasurer's book

**AGENCY:** Lewiston (Utah)

**SERIES:** 80220

3

**TITLE:** Audit reports

**DATES:** 1980-1986.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 05/10/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then MICROFILM; MAINTAIN ORIGINAL PERMANENTLY.

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

**AGENCY:** Lewiston (Utah)

**SERIES:** 80220

**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:** Lewiston (Utah)

**SERIES:** 80221

3

**TITLE:** Cemetery records

**DATES:** 1899-1987.

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

They consist of two small volumes. One is a listing of deaths and burials into the Lewiston Cemetery. It contains name, date of death, date of burial, age, and cause of death. The second is a lot book with an alphabetical name index. The index references pages of book which illustrates separate lots and the location of burials in the Lewiston Cemetery.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

**APPRAISAL:**

Administrative Historical  
this retention is based upon the administrative needs of the office. It is vitally important for the city to retain the location of all burials into the Lewiston Cemetery. It is also important for genealogical and local history research.

**AGENCY:** Lewiston (Utah)

**SERIES:** 80221

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 80217

3

**TITLE:** Council minutes

**DATES:** 1904-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

They are the official record of the proceedings of regularly scheduled, special, and emergency city council meetings. They include the date, time, and place of meetings, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action filed.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND MAINTAIN ORIGINAL PERMANENTLY..

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

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

**APPRAISAL:**

Administrative Historical

**AGENCY:** Lewiston (Utah)

**SERIES:** 80217

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 82283

3

**TITLE:** Detailed general ledgers

**DATES:** 1978-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1985

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 80223

3

**TITLE:** Ordinances

**DATES:** 1904-1987.

**ARRANGEMENT:** Numerical by ordinance number

**ANNUAL ACCUMULATION:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 05/05/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then retain original in office permanently.

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

**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:** Lewiston (Utah)

**SERIES:** 80223

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 80222

3

**TITLE:** Resolutions

**DATES:** 1904-1987.

**ARRANGEMENT:** Numerical by resolution number

**ANNUAL ACCUMULATION:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 05/06/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then MICROFILM; MAINTAIN ORIGINAL PERMANENT IN OFFICE..

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

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

**AGENCY:** Lewiston (Utah)

**SERIES:** 80222

**TITLE:** Resolutions

(continued)

time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 82285

3

**TITLE:** Treasurer's book

**DATES:** 1935.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public