

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.

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 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 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: 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.

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.

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 CLASSIFICATION:

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.

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 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.

AGENCY: Lewiston (Utah)

SERIES: 80217

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1985.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

PRIMARY CLASSIFICATION:

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.

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 until microfilmed and then retain original in office permanently.

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

AGENCY: Lewiston (Utah)

SERIES: 80223

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: 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 and then MICROFILM; MAINTAIN ORIGINAL PERMANENT IN OFFICE..

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Lewiston (Utah)

SERIES: 80222

TITLE: Resolutions

(continued)

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: Lewiston (Utah)

SERIES: 82285

3

TITLE: Treasurer's book

DATES: 1935.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public