

Retention and Classification Report

Agency: Mapleton (Utah) (621)

Mapleton City
125 W Community Center Way (400 N)
Mapleton, UT 84664
801-489-5655

Records Officer: Camille Brown

00013 *Board of Adjustments minutes
00009 Council minutes
00012 *Legal files
00014 *Planning Commission minutes

AGENCY: Mapleton (Utah)

SERIES: 13

3

TITLE: Board of Adjustments minutes

DATES: i [ca.1965]-1988.

ARRANGEMENT: Chronological.

DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 destroy provided microfilm has passed inspection.

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 Legal

AGENCY: Mapleton (Utah)

SERIES: 9

3

TITLE: Council minutes

DATES: i 1912-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Proceedings of the city council.

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

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

AGENCY: Mapleton (Utah)

SERIES: 12

TITLE: Legal files

DATES: i [ca. 1906]-1988.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

3

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical Legal

AGENCY: Mapleton (Utah)

SERIES: 14

3

TITLE: Planning Commission minutes

DATES: i [ca.1965]-1988.

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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