

# Retention and Classification Report

**Agency:** Midway (Utah) (646)  
Midway City Office Building  
75 North 100 West, P.O. Box 277  
Midway, UT 84049  
435 654-3223

**Records Officer:** Brad Wilson

14855 \*Cemetery books  
14856 \*Cemetery records  
14853 Council minutes  
14857 Ordinances  
14852 Planning Commission minutes  
14858 Resolutions  
14854 \*Water stock purchase files  
14901 Waterwork general ledgers

**AGENCY:** Midway (Utah)

**SERIES:** 14855  
**TITLE:** Cemetery books

3

**DATES:** 1968-1976.  
**ARRANGEMENT:** Chronological  
**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 03/09/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14856

4

**TITLE:** Cemetery records

**DATES:** 1959-1995.

**ARRANGEMENT:** By document type, primarily alphabetical thereunder.

**DESCRIPTION:**

This series consists primarily of perpetual care agreements and lot ownership records for burial plots in the Midway Cemetery. Perpetual care agreements include the name of the individual making the payment, the amount of the payment, and the name of the deceased for whose grave the agreement covers. The lot ownership records include transfer records and deeds. The series also includes a limited amount of correspondence regarding cemetery policies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

Historical

This series documents deaths and burials in Midway, Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14853

3

**TITLE:** Council minutes

**DATES:** 1898-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14857

3

**TITLE:** Ordinances

**DATES:** 1961-

**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 714. An ordinance includes the title, preamble, an ordaining clause, 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:** 04/26/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14852

3

**TITLE:** Planning Commission minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are of meetings and hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

**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.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14858

3

**TITLE:** Resolutions

**DATES:** 1971-

**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).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: 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 time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14854

3

**TITLE:** Water stock purchase files

**DATES:** 1895-1925.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 32.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14901

3

**TITLE:** Waterwork general ledgers

**DATES:** 1963-

**ARRANGEMENT:** Chronological by receipt and disbursement

**DESCRIPTION:**

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

**AUTHORIZED:** 05/11/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 4 years.

Microfilm duplicate: Retain in Archives for 4 years.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public