

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

3

TITLE: Cemetery books

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 1.

This series documents deaths and burials in Midway, Utah.

AGENCY: Midway (Utah)

SERIES: 14856

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

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.

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.

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.

AGENCY: Midway (Utah)

SERIES: 14857

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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.

AGENCY: Midway (Utah)

SERIES: 14858

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 for 10 years and then destroy.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 32.

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

PRIMARY CLASSIFICATION:

Public