

Retention and Classification Report

Agency: Milford (Utah) (648)

Milford Government Offices
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Milford, UT 84751
435-387-2711

Records Officer Monica Seifers

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AGENCY: Milford (Utah)

SERIES: 23927

3

TITLE: Annual audits

DATES: 1979; 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 in office 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 State Archives permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Milford (Utah)

SERIES: 23927

TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23971

3

TITLE: Cemetery records

DATES: 1913-2002.

ARRANGEMENT: Numerical by assigned number; Chronological.

ANNUAL ACCUMULATION:

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:

Retain in agency records center permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

These records have historical, legal and administrative value as documentation of the burial of individuals along with ownership of cemetery lots.

AGENCY: Milford (Utah)

SERIES: 23971

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23928

3

TITLE: Codified ordinances

DATES: 1968; 1984.

ARRANGEMENT: Chronological, thereunder numeric by section and code number

TOTAL VOLUME: 0.10 cubic feet.

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 in office 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 duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Milford (Utah)

SERIES: 23928

TITLE: Codified ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 18,
Item 19.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23929

3

TITLE: Council minutes

DATES: 1903-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain in office 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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Milford (Utah)

SERIES: 23929

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on
Utah Municipal General Records Retention Schedule, Schedule
18, Item 23.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23940

3

TITLE: Expenditure journal

DATES: 1904-1913.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a single volume detailing the daily and monthly expenditures of the agency. The volume begins with daily expenditures and then changes to monthly expenditures on January 8, 1908. Expenditures are listed in columns with daily or monthly totals. Examples of expenditures are for services provided, municipal salaries and office supplies. This is one of two records series (see 23936) which constitute the earliest financial records of Milford City.

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:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal

This appraisal is based on the fact that this journal is one of the two oldest financial records of the agency.

AGENCY: Milford (Utah)

SERIES: 23940

TITLE: Expenditure journal

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23972

3

TITLE: Funeral record book

DATES: 1913-

ARRANGEMENT: Chronological by funeral date.

TOTAL VOLUME:

DESCRIPTION:

This single volume was originally maintained by an unidentified funeral home and is now in the custody of the municipality. It details information about the deceased as well as funeral and burial arrangements. Information about the deceased includes name, date of birth, place of birth, age at time of death, occupation, names of parents, mother's maiden name, date of death, place of death, cause of death and certifying physician. Funeral and burial information is arranged in the form of a list of services with a column to detail the charge for each service selected. It includes type of coffin or casket, various types of services performed to prepare the body for burial, transportation, flowers, grave site preparation, newspaper death notices and music. Also included are name of officiating clergyman, names of pall bearers, name of cemetery, and section, lot and grave number. There is an index in the front of the volume where names of the deceased are listed alphabetically by first letter of last name. Several pages have been razored out and others have been cut in half.

RETENTION:

Retain in agency records center permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Agency Record Center permanently.

AGENCY: Milford (Utah)

SERIES: 23972

TITLE: Funeral record book

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

These records have historical and administrative value as documentation of the burial of individuals.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23936

3

TITLE: General ledger

DATES: 1904-1920.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a single volume ledger containing summaries showing the amount of receipts and disbursements of each department of the municipality. Included are a cash listing with totaled columns detailing simple expenditures and cash received for the licenses, services provided and municipal taxes. Municipal accounts include sewer service, cemetery, legal services, street maintenance, election expenses, municipal salaries, garbage, volunteer fire department, water service and office account. This is one of two records series (see 23940) which constitute to earliest financial records in existence for the agency.

RETENTION:

Retain in agency records center permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Milford (Utah)

SERIES: 23936

TITLE: General ledger

(continued)

APPRAISAL:

Administrative Fiscal Historical

This appraisal is based on the fact that this ledger is one of the two oldest financial records of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23932

3

TITLE: General plan

DATES: 1995.

ARRANGEMENT: By subject

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Milford (Utah)

SERIES: 23932

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23970

3

TITLE: Justice docket

DATES: 1903-1907.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This single volume was used to record individual criminal cases heard in the justice court of Milford City. Information includes names of involved parties, place, action taken, names of attorneys, papers filed, and judgments of the justice court. Attached to the back cover is a copy of the justice of the peace laws of 1897. Some newspaper articles about the municipality are also included.

RETENTION:

Retain in agency records center permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Milford (Utah)

SERIES: 23970

TITLE: Justice docket

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Milford (Utah)

SERIES: 23930

3

TITLE: Ordinances

DATES: 1911-1983.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

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 in office 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 duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Milford (Utah)

SERIES: 23930

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