

Retention and Classification Report

Agency: Minersville (Utah) (650)

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Records Officer: Cherie Wood

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AGENCY: Minersville (Utah)

SERIES: 15159

3

TITLE: Annexation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by city council (UCA 10-2-401 to 424).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15145

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15147

3

TITLE: Audit reports

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

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.

AGENCY: Minersville (Utah)

SERIES: 15147

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15143

3

TITLE: Bond issue files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the implementation of municipal bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 2.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15156

3

TITLE: Building permit files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: 04/01/2009

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Minersville (Utah)

SERIES: 15156

TITLE: Building permit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15158

3

TITLE: Burial rights registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 23973

3

TITLE: Cemetery maps

DATES: ca. 1966-2000.

ARRANGEMENT: Chronological by creation date.

TOTAL VOLUME: 0.40 cubic feet.

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 office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

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.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the layout of the cemetery and the location and identity of burials.

AGENCY: Minersville (Utah)

SERIES: 23973

TITLE: Cemetery maps

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 28289

3

TITLE: Cemetery perpetual care card file

DATES: ca. 1982-

ARRANGEMENT: Alphabetical by name of deceased.

TOTAL VOLUME:

DESCRIPTION:

This series contains 3" x 5" index cards used to record payment for perpetual care of burial plots in the cemetery. Each card list the name of the deceased person interred in the plot and notes when payment for perpetual care was made. Sometimes the card also lists who made the payment and the birth and death dates of the deceased.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This series has permanent value as documentation of perpetual care payments.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15139

3

TITLE: Census information files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 3.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15157

3

TITLE: Certificates of perpetual care

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15173

3

TITLE: Chemical/radiological analyses (water treatment reports)

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 6.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15180

3

TITLE: Class "C" road funding project files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 2.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after claim, audit, or litigation settled and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 24008

3

TITLE: Codified revised ordinances

DATES: 1975.

ARRANGEMENT: Numerical by title, chapter and part

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). This is a single volume of codified ordinances. 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. Amendment 1 (1990) - Annual license tax upon public utilities and businesses in competition with public utilities. Amendment 2 (1996) - Control of water back flow and cross connections to protect water supply. Amendment 3 (1997) - Repeals portion of utility revenue tax and adopts the municipal energy sales and use tax.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 11/16/2001

FORMAT MANAGEMENT:

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.

AGENCY: Minersville (Utah)

SERIES: 24008

TITLE: Codified revised ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15160

3

TITLE: Contracts and agreements files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 8780

3

TITLE: Council minutes

DATES: 1928-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special, and emergency council meetings. Recorded information 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:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 04/21/1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Minersville (Utah)

SERIES: 8780

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15161

3

TITLE: Deeds files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15167

3

TITLE: Development construction files (cemetery)

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 19, Item 1.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15168

3

TITLE: Development construction files (park)

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 19, Item 1.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15155

3

TITLE: Dog license files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files document the payment of license fees. They include: owner's name, breed of dog, sex, color, expiration date of license; expiration date of rabies vaccine, name of dog, indication if dog was altered, license fee, and when paid.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 02/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15162

3

TITLE: Easement file

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 11.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15144

3

TITLE: Employee bonds

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 7.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15171

3

TITLE: Fire run reports

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These reports document each dispatched fire run. They are used for budget planning, reports, and litigation purposes. They include identification number, incident number, alarm time, arrival time, type of incident, action taken, cause of fire, address, names of occupant and owner, telephone number, type of vehicles and crews responding, incident related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 24010

3

TITLE: General plan

DATES: 1994, 1998.

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; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). 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 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: 11/16/2001

AGENCY: Minersville (Utah)

SERIES: 24010

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

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.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15140

3

TITLE: Grant files original applications

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 24012

3

TITLE: Impact fee study

DATES: 1997.

ARRANGEMENT: Numerical by section

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. This study provides background information for the setting of impact fees to be charged when a building permit is issued. They include impact fee schedule, types of impact fees, background information to set fees, and copies of statutes governing impact fees.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 21.

AUTHORIZED: 11/16/2001

FORMAT MANAGEMENT:

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.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Minersville (Utah)

SERIES: 24012

TITLE: Impact fee study

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15149

3

TITLE: Income tax files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15154

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15163

3

TITLE: Lease files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 17.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after termination of lease and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15164
TITLE: Oaths

3

DATES: undated
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Historical
This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Minersville (Utah)

SERIES: 15164

TITLE: Oaths

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15165

3

TITLE: Ordinances

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

AGENCY: Minersville (Utah)

SERIES: 15165

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15178

3

TITLE: Permits to work in a public way (telephone company)

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction, traffic control, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 12.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after bond expires and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15152

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15177

3

TITLE: Project files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15166

3

TITLE: Proof of publication

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15141

3

TITLE: Publications

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar materials printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. The State Archives should receive one copy of all municipal publications.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15153

3

TITLE: Purchase orders

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are orders issued to vendor to supply specific goods or services at a given price.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15169

3

TITLE: Recreation program files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These program files document specific recreation programs sponsored by the municipality. They are used for reference in developing future programs. They include flyers of specific programs, receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 19, Item 5.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15150

3

TITLE: Resolutions

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

AGENCY: Minersville (Utah)

SERIES: 15150

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15151
TITLE: Retirement records

3

DATES: undated
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These records are control documents relating to retirement. They include reports and registers.

RETENTION:

Retain 3 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: Minersville (Utah)

SERIES: 15170

3

TITLE: Rezoning files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files document attempts to rezone areas within municipality. They contain the original application; review forms; maps of areas involved; copies of investigative reports; copies of planning commission minutes; notice of hearings; copies of ordinances; copies of city council agenda.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 5.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15148

3

TITLE: Sales and use tax return forms

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales and to remit the amount collected and due to the state (e.g., municipal swimming pools).

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 1.

AUTHORIZED: 05/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15181

3

TITLE: Street name and house number files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 21.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15146

3

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files document the sale of surplus municipal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 5.

AUTHORIZED: 06/22/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after final payment and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15179

3

TITLE: Survey drawings

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 22.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15174

3

TITLE: Television inspection reports

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 29.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 24009

3

TITLE: Town incorporation records

DATES: 1899; 1976; 2000.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This file contains the minutes of the Beaver County Commission discussing the incorporation of Minersville in 1899. It contains a 1976 letter from the mayor to the Division of Water resources specifying details of Minersville's incorporation and original boundaries, and a 2000 certificate showing change of status to a third class municipality.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: 11/16/2001

FORMAT MANAGEMENT:

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.

APPRAISAL:

Administrative Historical Legal

AGENCY: Minersville (Utah)

SERIES: 24009

TITLE: Town incorporation records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15172

3

TITLE: Unclaimed property files

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer before November for previous fiscal year (UCA 78-44-18) and forms completed by finder of lost property and delivered to a local law enforcement agency. The finder of lost property shall sign a statement stating "how the property came into his possession, including time, date, and place, and stating that he does not know...[owner] and his possession of it is not unlawful" (UCA 77-24a-3). A notice is placed in a local newspaper. If not claimed after 3 months, the finder may claim property upon the "payment of cost incurred for advertising and storage" (UCA 77-24a-5). If not claimed the property may be sold at auction and the proceeds pay "necessary expenses incurred in the preservation of such property and return balance to the state treasurer" (UCA 77-24-4).

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 58.

AUTHORIZED: 05/04/2016

FORMAT MANAGEMENT:

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

APPRAISAL:

AGENCY: Minersville (Utah)

SERIES: 15172

TITLE: Unclaimed property files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 24011

3

TITLE: Uniform zoning ordinances

DATES: 1993-1996.

ARRANGEMENT: Numerical by subject, section and item number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: 11/16/2001

FORMAT MANAGEMENT:

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.

AGENCY: Minersville (Utah)

SERIES: 24011

TITLE: Uniform zoning ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15175

3

TITLE: Water consumption reports

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. They include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 30.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 15176

3

TITLE: Water main charts and indexes

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 31.

AUTHORIZED: 06/23/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Minersville (Utah)

SERIES: 23974

3

TITLE: Water system photographs

DATES: 1963.

ARRANGEMENT: None

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a single volume documenting the installation of a municipal water tank in 1963. It consists of eight pages documenting the installation with black and white photos which are captioned. Captions identify people in photos and describe actions performed and locations.

RETENTION:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 10/23/2001

FORMAT MANAGEMENT:

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.

APPRAISAL:

Administrative Historical

AGENCY: Minersville (Utah)

SERIES: 23974

TITLE: Water system photographs

(continued)

PRIMARY DESIGNATION:

Public