Retention and Classification Report

Agency: Mona (Utah) (665)

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Records Officer Lyla Spencer

28632	*City Council meeting files
11183	City Council minutes

AGENCY: Mona (Utah)

SERIES: 28632 3
TITLE: City Council meeting files
DATES: 1988-1995, 2001-2004.
ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

This series contains a second copy of the minutes for town and city council meetings, along with materials related to the meetings.

RETENTION:

Retain Permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01/05/2015

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 or until administrative need ends and then transfer to State Archives with authority to weed.

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

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

AGENCY: Mona (Utah)

SERIES: 28632
TITLE: City Council meeting files

(continued)

APPRAISAL:

Historical
This series has permanent historical value as documentation of the issues faced by the city and handled by the city council.

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 03/2015.

AGENCY: Mona (Utah)

SERIES: 11183 3
TITLE: City Council minutes
DATES: 1924-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain Archives custody.

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: 03/10/2015

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

AGENCY: Mona (Utah)

SERIES: 11183
TITLE: City Council minutes

(continued)

provided microfilm has passed inspection.

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
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 03/2015.