

# Retention and Classification Report

**Agency:** Moroni (Utah) (669)

80 South 200 West  
P.O. Box 870  
Moroni, UT 84646  
435 436-8359

**Records Officer:** Becky Kendall

26430 Cemetery records  
26455 \*City hall account book  
26428 Codified ordinances  
26431 Council minutes  
26429 Ordinances  
26432 Planning commission minutes  
26438 \*Tax assessment roll

**AGENCY:** Moroni (Utah)

**SERIES:** 26430

3

**TITLE:** Cemetery records

**DATES:** 1870-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These books are sexton's records for the Moroni City Cemetery, also referred to as the Moroni City Cemetery Records. The books include each person's death date, place, burial location, cause of death, and sometimes provide more personal information such as age, birth date, birthplace, their parents names, religion, and occupation. An index book provides reference to deaths 1870-1970.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

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**AGENCY:** Moroni (Utah)

**SERIES:** 26430

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Moroni (Utah)

**SERIES:** 26455

3

**TITLE:** City hall account book

**DATES:** 1867-1885.

**ARRANGEMENT:** Chronological by first date of individual contribution

**DESCRIPTION:**

The Moroni City Hall account book apparently documents individual contributions to the construction of city hall. It lists individual contributions in construction labor, cash, building materials and use of teams and equipment. It also lists income from hall rental. Some Individual entries are tied to "General Tithing Office in account with Moroni City."

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Fiscal Historical

This book is of historical value because it documents how resources were used and accounted for in an early municipal building project.

**AGENCY:** Moroni (Utah)

**SERIES:** 26455

**TITLE:** City hall account book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Moroni (Utah)

**SERIES:** 26428

3

**TITLE:** Codified ordinances

**DATES:** 1975, 2000

**ARRANGEMENT:** Chronological by year and thereunder numerical by code number

**DESCRIPTION:**

These books contain the legislative action taken by the 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. These ordinances have been compiled and codified for easy reference.

**RETENTION:**

Retain 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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**AGENCY:** Moroni (Utah)

**SERIES:** 26428

**TITLE:** Codified ordinances

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Moroni (Utah)

**SERIES:** 26431

3

**TITLE:** Council minutes

**DATES:** 1867-

**ARRANGEMENT:** Chronological by year

**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). These minutes includes an index for minutes from 1994 to 2001. The minutes form 1950 through 1972 are missing.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2014.

**FORMAT MANAGEMENT:**

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**AGENCY:** Moroni (Utah)

**SERIES:** 26431

**TITLE:** Council minutes

(continued)

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**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Moroni (Utah)

**SERIES:** 26429

3

**TITLE:** Ordinances

**DATES:** 1902-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain the legislative action taken by the 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 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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**AGENCY:** Moroni (Utah)

**SERIES:** 26429

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Fiscal 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

**AGENCY:** Moroni (Utah)

**SERIES:** 26432

3

**TITLE:** Planning commission minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION:**

Retain 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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**AGENCY:** Moroni (Utah)

**SERIES:** 26432

**TITLE:** Planning commission minutes

(continued)

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Moroni (Utah)

**SERIES:** 26438

3

**TITLE:** Tax assessment roll

**DATES:** 1893-1895.

**ARRANGEMENT:** Chronological by year and thereunder alphabetical by surname.

**DESCRIPTION:**

The Moroni City clerk kept a tax assessment roll or ledger which includes the names of Moroni tax payers, their city of residence, the location and value of real estate and personal property owned, and total amount of taxes due.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**AGENCY:** Moroni (Utah)

**SERIES:** 26438

**TITLE:** Tax assessment roll

(continued)

**APPRAISAL:**

Historical

This tax assessment roll has outlived its administrative value and is primarily valuable only as a historical record identifying people in a time and place.

**PRIMARY CLASSIFICATION:**

Public