

# Retention and Classification Report

**Agency:** Mount Pleasant (Utah) (671)

115 West Main  
Mount Pleasant, UT 84647  
435 462-2456

**Records Officer:** Jane Banks

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**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26361

3

**TITLE:** Audit reports

**DATES:** 1957,1971,1973,1975,1977,1979-

**ARRANGEMENT:** Chronological by year

**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 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 and then microfilm.

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

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

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26361

**TITLE:** Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

Administrative Fiscal Historical

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26364

3

**TITLE:** Cemetery records

**DATES:** 1878-

**ARRANGEMENT:** Chronological by burial date.

**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 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 and then microfilm.

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

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

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**APPRAISAL:**

Administrative Historical

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

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26364

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 84796

3

**TITLE:** Cemetery records

**DATES:** 1878-1980.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These cemetery record volumes consist primarily of interment registers, but also include occasional lists of plot owners, and some limited financial/personnel records. Interment registers generally consist of the name of the deceased, the date and place of birth, date and place of death, names of parents, attending physician, cause of death, and the location of the grave, but the contents of each volume do vary and all may not include all of the preceding information. Some registers may also include information on the construction of the vault, the sexton's name, and the occupation, religion, and marital status of the deceased. Not all information is given for all burials. The plot owner lists generally consist of the name of the purchaser, the amount paid, the date, and a description of the lots purchased. The financial/personnel records consist primarily of a listing of the individuals employed by the cemetery, the days they worked, and the amount paid to them. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 02/27/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 84796

**TITLE:** Cemetery records

(continued)

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**APPRAISAL:**

Historical

These records document deaths, burials, and ownership of cemetery lots in Mount Pleasant.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26355

3

**TITLE:** Council minutes

**DATES:** 1869-

**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).

**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 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26355

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26359

3

**TITLE:** Incorporation papers

**DATES:** 1868.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

**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 4.

**AUTHORIZED:** 10/31/2006

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26359

**TITLE:** Incorporation papers

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26365

3

**TITLE:** Minutes - redevelopment agency

**DATES:** 1987-

**ARRANGEMENT:** Chronological by date

**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 Permenant.

**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:** 03/13/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26365

**TITLE:** Minutes - redevelopment agency

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26360

3

**TITLE:** Ordinances and resolutions

**DATES:** 1874-

**ARRANGEMENT:** Chronological by date of book

**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 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:** 10/31/2006

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**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26360

**TITLE:** Ordinances and resolutions

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26362

3

**TITLE:** Planning commission minutes

**DATES:** 1980-

**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:**

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**DISPOSITION:**

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**AGENCY:** Mount Pleasant (Utah)

**SERIES:** 26362

**TITLE:** Planning commission minutes

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public