

# Retention and Classification Report

**Agency:** Murray (Utah) (679)

5025 South State Street  
Murray, UT 84107  
801 264-2664

**Records Officer:** Jennifer Kennedy

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14258	Building plans, nonresidential
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**AGENCY:** Murray (Utah)

**SERIES:** 22733

3

**TITLE:** Accounts payable

**DATES:** 1996-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**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 Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

**AGENCY:** Murray (Utah)

**SERIES:** 22733

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 18173

3

**TITLE:** Annexation petitions

**DATES:** 1956-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

**RETENTION:**

Retain for 5 years after resolution of issue

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 1.

These records are of historical and administrative significance because they document the annexation of property into city limits and the reasons and considerations behind the annexation.

**AGENCY:** Murray (Utah)

**SERIES:** 18173

**TITLE:** Annexation petitions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 14258

3

**TITLE:** Building plans, nonresidential

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use of the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 for 7 years and then transfer to State Archives with authority to weed.

**AGENCY:** Murray (Utah)

**SERIES:** 14258

**TITLE:** Building plans, nonresidential

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 4.

**AGENCY:** Murray (Utah)

**SERIES:** 14257

3

**TITLE:** Building plans, residential

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain 1 year after completion of construction and final inspection.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1988.

**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 for 1 year after completion of construction and final inspection and then transfer to State Archives with authority to weed.



**AGENCY:** Murray (Utah)

**SERIES:** 14257

**TITLE:** Building plans, residential

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 6.

These building plans are being retained as a representative sample.

**AGENCY:** Murray (Utah)

**SERIES:** 27354

3

**TITLE:** City cemetery interment record

**DATES:** 1874-

**ARRANGEMENT:** Numerical by burial number.

**DESCRIPTION:**

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).

**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: For records beginning in 1874 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

**AGENCY:** Murray (Utah)

**SERIES:** 27354

**TITLE:** City cemetery interment record

(continued)

**APPRAISAL:**

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

The interment register has permanent value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27294

3

**TITLE:** City council minutes

**DATES:** 1903-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of the Murray city council. The summarize discussions at council meetings and document all actions and decisions of the council. Information includes date and time of meetings, names of those present.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Murray (Utah)

**SERIES:** 27294

**TITLE:** City council minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 5962

3

**TITLE:** City maps

**DATES:** 1918-

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

Old maps provide historical information about Murray City.

**AGENCY:** Murray (Utah)

**SERIES:** 5962

**TITLE:** City maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10270

3

**TITLE:** Civil Service Commission minutes

**DATES:** 1990-

**ARRANGEMENT:** None

**DESCRIPTION:**

These bound volumes contain the minutes of the monthly meetings of the Civil Service Commission which covers the Police and Fire Departments (UCA 10-3-1005).

**RETENTION:**

Retain 20 years. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.



**AGENCY:** Murray (Utah)

**SERIES:** 10270

**TITLE:** Civil Service Commission minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27296

3

**TITLE:** Council minutes index

**DATES:** 1904-1983.

**ARRANGEMENT:** Alphabetical by broad subject category and thereunder chronological.

**DESCRIPTION:**

The Murray City council minutes index provides access to the minutes. Information in the index includes broad subject entries, followed by a few detailed remarks, finally the date the issue was discussed in council. Some examples of broad subjects include agreements, cemetery, contracts, deeds, easements, licenses, ordinances, resolutions, and zoning.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Murray (Utah)

**SERIES:** 27296

**TITLE:** Council minutes index

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 1, Item  
13.

The index provides access to council minutes which are the city's  
fundamental historical record.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27606

3

**TITLE:** Environmental Assessment

**DATES:** 1975.

**ARRANGEMENT:**

**DESCRIPTION:**

Location Study by Coon, King and Knowlton consulting engineers and land surveyors with Murray City Corp for Murray City. Location studied is 5300 to 5600 South

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

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

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

**APPRAISAL:**

Administrative Historical Legal

Disposition based on value of this 1975 environmental study as a basis of location selection in Murray, Utah.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 1952

3

**TITLE:** Individual earnings record

**DATES:** 1943-1977; 1979-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

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

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**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 for 65 years after date of employment or until microfilmed and then destroy provided microfilm has passed inspection and or until 3 years after retirement or death.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office until microfilmed.

**AGENCY:** Murray (Utah)

**SERIES:** 1952

**TITLE:** Individual earnings record

(continued)

**APPRAISAL:**

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

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 CLASSIFICATION:**

Private

**AGENCY:** Murray (Utah)

**SERIES:** 10271

3

**TITLE:** Insurance Commission minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Retain 20 years. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

**AGENCY:** Murray (Utah)

**SERIES:** 84896

4

**TITLE:** Municipal revenue bonds

**DATES:** i 1952-1959.

**ARRANGEMENT:** Numerical according to bond number.

**DESCRIPTION:**

The governing body of the municipality levies the assessment based on an ordinance or resolution. These bonds are payable only from funds collected from extensions and improvements on revenue producing facilities such as water and sewer services or public utilities. To obtain a bond, bids are received and reviewed. The bonds are sold at a set price and mature within a given time period as they accrue interest. Information includes state, county and city that issues the bond; series number and date; amount of the bond; legal stipulations and rate per annum; and the mayor and city recorder's signatures. The debt must be for projects located in the lawful limits of the city according to law.

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

Microfilm duplicate: For records beginning in 1952 through 1959.  
Retain in Office for 40 years and then destroy.



**AGENCY:** Murray (Utah)

**SERIES:** 5963

3

**TITLE:** Murray City diversion dam drawing

**DATES:** 1932.

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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

**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 with authority to weed.

**AGENCY:** Murray (Utah)

**SERIES:** 27332

3

**TITLE:** Ordinances

**DATES:** 1903-

**ARRANGEMENT:** Numerical by ordinance number.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 and then microfilm.

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

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 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.

**AGENCY:** Murray (Utah)

**SERIES:** 27332

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10272

3

**TITLE:** Personnel Administration Board minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Retain 20 years. Transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

Minutes document the history and administrative decisions of Murray City.

**AGENCY:** Murray (Utah)

**SERIES:** 10272

**TITLE:** Personnel Administration Board minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10273

3

**TITLE:** Personnel files

**DATES:** 1990-

**ARRANGEMENT:** Alphanumerical by name

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 for 5 years after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

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 CLASSIFICATION:**

Private

**AGENCY:** Murray (Utah)

**SERIES:** 14861

3

**TITLE:** Polychlorinated Biphenyls (PCB) Records

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by PCB Case File

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Records used to comply with the Environmental Protection Agency requirements (40 CFR Part 761, 1992) on testing, storing, and disposal of Polychlorinated Biphenyls (PCB). PCB is any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance. Files include PCB certified test reports, annual reports, disposal records, certificates of destruction and disposal contractor agreements.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1995.

**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.

**APPRAISAL:**

Administrative Legal

This disposition is based on recommendation of the agency and the specific requirements of 40 CFR 761.180.

**AGENCY:** Murray (Utah)

**SERIES:** 14861

**TITLE:** Polychlorinated Biphenyls (PCB) Records

(continued)

**PRIMARY CLASSIFICATION:**

Protected



**AGENCY:** Murray (Utah)

**SERIES:** 27361

3

**TITLE:** Public hearing minutes

**DATES:** 1980-1996

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**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 Utah Code 52-4-7 (1997).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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: For records beginning in 1980 through 1996. Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Murray (Utah)

**SERIES:** 27361

**TITLE:** Public hearing minutes

(continued)

**APPRAISAL:**

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

Minutes have permanent research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 25208

3

**TITLE:** Publications

**DATES:** 1962-

**ARRANGEMENT:** chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Murray or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include Annual Report (1962-63).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27824

3

**TITLE:** Redevelopment Agency minutes

**DATES:** 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of the redevelopment agency. UCA 52-4-7(1) (1997) 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." An official agenda is also included.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office permanently.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

**AGENCY:** Murray (Utah)

**SERIES:** 27824

**TITLE:** Redevelopment Agency minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27291

3

**TITLE:** Resolutions

**DATES:** 1906-

**ARRANGEMENT:** Chronological to 1940 thereafter numerical by resolution number

**ANNUAL ACCUMULATION:**

**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 (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office permanently.

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

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

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Murray (Utah)

**SERIES:** 27291

**TITLE:** Resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 10269

3

**TITLE:** Safety council minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.



**AGENCY:** Murray (Utah)

**SERIES:** 10269

**TITLE:** Safety council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray (Utah)

**SERIES:** 27362

3

**TITLE:** Utah Community Progress Books

**DATES:** 1978-1986

**ARRANGEMENT:** Chronological, thereunder by topic

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

The Murray City scrapbooks provide valuable research material to document the history of the city.

**AGENCY:** Murray (Utah)

**SERIES:** 27362

**TITLE:** Utah Community Progress Books

(continued)

**PRIMARY CLASSIFICATION:**

Public