Retention and Classification Report

Agency: Myton (Utah) (687)

Myton City Hall
160 East Main, P.O. Box 185
Myton, UT 84052
435 722-2711

Records Officer Kalecia Fowler

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25385	Cemetery burial records
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25381	General plan
25382	* Incorporation papers
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25383	Ordinances and resolutions
25386	Planning and zoning minutes

AGENCY: Myton (Utah)

SERIES: 25384 3
TITLE: Annual audit report
DATES: 1989-
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 MUN 5, Item 5.

AUTHORIZED: 04/08/2004

FORMAT MANAGEMENT:

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AGENCY: Myton (Utah)

SERIES: 25384
TITLE: Annual audit report

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APPRAISAL:

Fiscal Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 25385 3
TITLE: Cemetery burial records
DATES: 1997-
ARRANGEMENT: Chronological by 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 MUN 17, Item 6.

AUTHORIZED: 04/08/2004

FORMAT MANAGEMENT:

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AGENCY: Myton (Utah)

SERIES: 25385
TITLE: Cemetery burial records

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 9814 3
TITLE: Council minutes
DATES: 1912-
ARRANGEMENT: Roughly chronological
DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. 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 until microfilmed.

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: 07/09/1991

FORMAT MANAGEMENT:

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AGENCY: Myton (Utah)

SERIES: 9814
TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical Legal
This series has important administrative, legal, and historical value as documentation of the functions of city government in Myton and the decisions made by the city council.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(1)(e) (2008)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(32) (2008)

AGENCY: Myton (Utah)

SERIES: 25381 3
TITLE: General plan
DATES: 1995-
ARRANGEMENT: Chronological by year
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; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). 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 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

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 8.

AUTHORIZED: 04/08/2004

AGENCY: Myton (Utah)

SERIES: 25381
TITLE: General plan

(continued)

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APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 25382 3
TITLE: Incorporation papers
DATES: 1912-1917.
ARRANGEMENT: Chronological by year
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: 12/07/2006

FORMAT MANAGEMENT:

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AGENCY: Myton (Utah)

SERIES: 25382
TITLE: Incorporation papers

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 28126 3
TITLE: Maintenance log
DATES: 1949-1950.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a single volume used to track work done by city maintenance staff. Information is recorded as a daily log and notes a variety of work, such as work on the fire house, rebuilding bridges, maintaining the cemetery, work on water systems, street light repairs, and "police work." The record also contains references to city council meetings and some other activities in the city.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has historical value as representative documentation of operations of a small municipality in the mid-twentieth century.

AGENCY: Myton (Utah)

SERIES: 28126
TITLE: Maintenance log

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 25383 3
TITLE: Ordinances and resolutions
DATES: 1999-
ARRANGEMENT: Chronological by year
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: 04/08/2004

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Myton (Utah)

SERIES: 25383
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 CLASSIFICATION:
Public

AGENCY: Myton (Utah)

SERIES: 25386 3
TITLE: Planning and zoning minutes
DATES: 1983-
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.

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: Myton (Utah)

SERIES: 25386
TITLE: Planning and zoning minutes

(continued)

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public