

Retention and Classification Report

Agency: Nephi (Utah) (690)

21 East 100 North
Nephi, UT 84648
435 623-0822

Records Officer: Lisa Brough

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AGENCY: Nephi (Utah)

SERIES: 84887

3

TITLE: Business licenses

DATES: i 1889-1890.

ARRANGEMENT: Numerical by license number

DESCRIPTION:

Licenses grant individual business the right to transact within the city limits according to specific city ordinances. All business operating within the city are required to have licenses. Information includes name and address of the business; beginning and ending date of the license; type of business; owners and their addresses; a license number; license renewal or original license; signatures of applications; officers names; and the license fee. Licenses are normally issued annually.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1889 through 1890.
Retain in State Archives permanently.

Microfilm master: For records beginning in 1889 through 1890.
Retain in State Archives permanently.

AGENCY: Nephi (Utah)

SERIES: 85017

4

TITLE: City Council minutes

DATES: i 1889-

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/25/2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

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

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

APPRAISAL:

AGENCY: Nephi (Utah)

SERIES: 84604

3

TITLE: Incident reports

DATES: 1970-

ARRANGEMENT: numerical by case number

DESCRIPTION:

These reports document police calls which required additional investigation or follow-up. This record includes type of crime, name, date of birth, address, phone number, premises where offense was committed, point of entrance, type of property, tools, weapon or means used, vehicle used, date of crime, crime classification, day and time occurred, location of incident, officer's name, badge number, and case number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84605

3

TITLE: Minor case dispositions report

DATES: 1970-

ARRANGEMENT: alphanumerical by case number and incident reports

DESCRIPTION:

This is an itemized report of police calls which did not require any further follow-up. This record includes the location, date, time, type of incident, persons involved, disposition, remarks, officer's name, and number, and case number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84606

3

TITLE: Officer's daily logs

DATES: 1978-

ARRANGEMENT: chronological

DESCRIPTION:

This is a report of the daily activity of individual police officers. This record includes officer's name, date, shift, complaint number, time received, time of arrival, time completed, type call, address, and notes/disposition.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84607

3

TITLE: Officer's patrol car mileage logs

DATES: 1984-

ARRANGEMENT: chronological

DESCRIPTION:

This is a daily account of the mileage and up keep of individual patrol cars. This record includes vehicle number, mileage, record of up keep of vehicle, and signature of officer.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 13106

3

TITLE: Ordinances

DATES: undated

ARRANGEMENT: none

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 but maybe transferred to the Archives.

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: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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.

AGENCY: Nephi (Utah)

SERIES: 13106

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Nephi (Utah)

SERIES: 85105

3

TITLE: Poll tax register

DATES: s 1891.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

An alphabetical listing of those who paid poll tax in the city of Nephi.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1891 through 1891.
Retain in State Archives permanently.

Microfilm master: For records beginning in 1891 through 1891.
Retain in State Archives permanently.

AGENCY: Nephi (Utah)

SERIES: 84876

3

TITLE: Receipts

DATES: i 1890-1906.

ARRANGEMENT: Numerical by receipt number.

DESCRIPTION:

Money collected by the city is acknowledged by a receipt which list the name of the person making the payment, date , and the amount received. Revenue is generated by the collection of poll taxes, city tax, cemetery fees, business license fees, and city fines or penalties, or any other city fee.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1890 through 1906.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1890 through 1906.
Retain in State Archives permanently with authority to weed.