

# Retention and Classification Report

**Agency:** Nephi (Utah) (690)

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

**Records Officer:** Blair Painter

84887 \*Business licenses  
85017 City Council minutes  
84604 Incident reports  
84605 Minor case dispositions report  
84606 Officer's daily logs  
84607 Officer's patrol car mileage logs  
13106 Ordinances  
85105 \*Poll tax register  
84876 \*Receipts

**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.

**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 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.

**STATE RECORDS COMMITTEE STATUS:**

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

**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 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:**

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

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1985.

**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 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1985.

**FORMAT MANAGEMENT:**

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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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1985.

**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 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1985.

**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 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.

**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.

**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:** Nephi (Utah)

**SERIES:** 13106

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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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

4

**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.

**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 1890 through 1906.  
Retain in Office for 3 years and then destroy.