Retention and Classification Report

Agency: Newton (Utah) (692)

Newton Town Hall
51 South Center, P.O. Box 146
Newton, UT 84327
435 563-9283

Records Officer Karla Ferguson

22345	Audit reports
22196	Council minutes
22403	Library board minutes
22343	Newton Irrigation company minutes
22402	Planning and zoning minutes
22401	Resolutions

AGENCY: Newton (Utah)

SERIES: 22345 3
TITLE: Audit reports
DATES: 1911-1930, 1965-
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)).Also included are various expenditures from 1911 to 1930. Ther are no avalable audit records from 1931 through 1964 except what may be included in the minutes.

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 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.

AGENCY: Newton (Utah)

SERIES: 22345
TITLE: Audit reports

(continued)

APPRAISAL:

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

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 CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Newton (Utah)

SERIES: 22196 3
TITLE: Council minutes
DATES: 1900-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These records are the minutes of the town of Newton. They include appointments of town employees, the approval for issuance of bonds for the town to put in the city water, telephone, electric lights and and other utilities and all other important and historical actions taken by the town. From 1900 to 1955, ordinances and resolutions are 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 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 This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Newton (Utah)

SERIES: 22196
TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Newton (Utah)

SERIES: 22403 3
TITLE: Library board minutes

DATES: 1998-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision. Also includes scrapbook items.

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 permanently after being microfilmed.

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 This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 3.

AGENCY: Newton (Utah)

SERIES: 22403
TITLE: Library board minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Newton (Utah)

SERIES: 22343 3
TITLE: Newton Irrigation company minutes
DATES: 1889-
ARRANGEMENT: Alphabetical by name, Chronological by year
DESCRIPTION:

These are the minutes of the Newton Irrigation Company that was founded in 1889. The associated irrigation reservoir is said to be the oldest in the United States. The name was changed in 1939 to the Newton Water User Association when the Bureau of Reclamation built a new dam for the reservoir. This record collection includes the minutes, tax accounts, bylaws and some financial reports. The minutes after 1939 contain the resolutions and bylaws of the Newton Water User Association and the water stock was transferred to the new entity at this time.

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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Newton (Utah)

SERIES: 22343
TITLE: Newton Irrigation company minutes

(continued)

PRIMARY CLASSIFICATION:
Public UCA 52-4-7(3)(2008)

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

AGENCY: Newton (Utah)

SERIES: 22402 3
TITLE: Planning and zoning minutes
DATES: 1996-
ARRANGEMENT: Chronological
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)).

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 permanently after being microfilmed.

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: Newton (Utah)

SERIES: 22402
TITLE: Planning and zoning minutes

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Newton (Utah)

SERIES: 22401 3
TITLE: Resolutions
DATES: 1940-
ARRANGEMENT: Chronological
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)). These resolution for Newton city were used to bond for water projects, One resolution was used to buy land to have access to water rights used for the town. Includes maps which refer directly to various resolutions.

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 after being microfilmed.

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: Newton (Utah)

SERIES: 22401
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