Retention and Classification Report

Agency: Nibley (Utah) (696)

Nibley City Hall
625 West 3200 South
Nibley, UT 84321
435 752-0431

Records Officer David Zook

23562	Council minutes
23607	Ordinances

AGENCY: Nibley (Utah)

SERIES: 23562 3
TITLE: Council minutes
DATES: 1936-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
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 UCA 52-4-7 (1997). Also includes some minutes of the Planning and Zoning Commission and Board of Adjustment.

RETENTION:

Retain in office.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

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

AGENCY: Nibley (Utah)

SERIES: 23562
TITLE: Council minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Nibley (Utah)

SERIES: 23607 3
TITLE: Ordinances
DATES: 1936-
ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:
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 100 years

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 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: Nibley (Utah)

SERIES: 23607
TITLE: Ordinances

(continued)

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.

PRIMARY CLASSIFICATION:
Public