

Retention and Classification Report

Agency: Aurora (Utah) (71)
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Records Officer: Clint Johnson

26548 Audit reports
26549 *Cemetery records
09587 *City Council minutes

AGENCY: Aurora (Utah)

SERIES: 26548

3

TITLE: Audit reports

DATES: 1981-

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)).

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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Aurora (Utah)

SERIES: 26548

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

AGENCY: Aurora (Utah)

SERIES: 26549

3

TITLE: Cemetery records

DATES: 1880-2007.

ARRANGEMENT: Alphabetical by surname.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

These records have historical and administrative value as documentation of burial of individuals.

AGENCY: Aurora (Utah)

SERIES: 26549

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Aurora (Utah)

SERIES: 9587

4

TITLE: City Council minutes

DATES: 1914-1989.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

This series consists of microfilm of minutes kept by the Aurora City Council. The records prior to 1982 are Town Board Minutes. This series documents the decision making process of the municipal council of Aurora, providing a historical record of the decisions of the municipal government and, consequently, a history of the major events in the community. The minutes include information such as the names of the persons present at the meeting; time, date, and place of meeting; roll call vote results; lists of expenditures; motions made; and decisions made by the municipal government. Topics include approval of payment of bills, approval of budgets, approval of appointments to municipal jobs, proposed ordinances, provision of public works, and any other matter of immediate concern to the community. Additional documents, primarily correspondence with the Utah Road Commission, are inserted into the volumes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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AGENCY: Aurora (Utah)

SERIES: 9587

TITLE: City Council minutes

(continued)

APPRAISAL:

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

This disposition is based on the value of the record for historical research and the documentation it provides of the functioning of a Utah municipality.

PRIMARY CLASSIFICATION:

Public