

Retention and Classification Report

Agency: Ogden (Utah). City Council (725)

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Records Officer

85142	Annexations
27389	*Index to minute books
05316	Minutes
04442	Ordinances
85051	*Petitions
24032	Publications
03963	Resolutions

AGENCY: Ogden (Utah). City Council

SERIES: 85142

4

TITLE: Annexations

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files document the annexation of property into the city boundaries. They usually contain correspondence, citizen petitions, maps and the official annexation action approved by the city council.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Ogden (Utah). City Council

SERIES: 27389

3

TITLE: Index to minute books

DATES: 1851-1922, 1926-1930.

ARRANGEMENT: alphabetical by name or subject

DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

The index facilitates access to the minute books.

AGENCY: Ogden (Utah). City Council

SERIES: 27389

TITLE: Index to minute books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Council

SERIES: 5316

3

TITLE: Minutes

DATES: 1851-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the official records of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

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.

M-Disk: Retain in State Archives permanently with authority to weed.

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

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

APPRAISAL:

Administrative Historical

The minutes document the decisions made and actions taken by the city council.

AGENCY: Ogden (Utah). City Council

SERIES: 5316

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Council

SERIES: 4442

4

TITLE: Ordinances

DATES: i 1881-

ARRANGEMENT: Chronological, thereunder numerical by ordinance number.

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1881 through 1951. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in State Archives permanently after microfilming.

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: Ogden (Utah). City Council

SERIES: 4442

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Council

SERIES: 85051

4

TITLE: Petitions

DATES: i 1912-1939.

ARRANGEMENT: Chronological

DESCRIPTION:

Requests from individuals, groups, or businesses within the community, based on issues or concerns are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1912 through 1939. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Ogden (Utah). City Council

SERIES: 24032

3

TITLE: Publications

DATES: 2001-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on taxation, public safety, public works, and other services provided by the city of Ogden. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 11/29/2001

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Council

SERIES: 3963

3

TITLE: Resolutions

DATES: 1880-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Resolutions are a course of action or formal statement of a decision made by the city council. The decision may perform the same function as a city ordinance, but punishments, fines, and forfeitures may not be imposed by resolution. Unlike ordinances, resolutions may become effective without publication or public posting, but must do so within three months from the date of passage. Topics of resolutions usually deal with establishing water and sewer rates; charges for garbage collection; creating personnel policies and guidelines; passing or defeating proposed budgets for the municipal government; and regulating the use and operation of municipal property.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 03/05/2003

FORMAT MANAGEMENT:

Paper: For records prior to and including 1918. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1880 through 1951. Retain in State Archives permanently.

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

Paper: For records beginning in 1918 and continuing to the present. Retain in Office permanently after being microfilmed.

AGENCY: Ogden (Utah). City Council

SERIES: 3963

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

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 DESIGNATION:

Public