

# Retention and Classification Report

**Agency:** Orangeville (Utah) (745)

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**Records Officer:** Ruanne Leeflang

25469	Cemetery records
25472	Financial audit reports
25470	*General plan
25471	Histories
25498	Incorporation records
14879	Minutes
14880	Ordinances
25497	*Planning Commission and Board of Adjustment minutes
25468	Resolutions

**AGENCY:** Orangeville (Utah)

**SERIES:** 25469

3

**TITLE:** Cemetery records

**DATES:** 1898-

**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.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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.

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25469

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

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

These records have historical, legal and administrative value as documentation of burial of individuals along with ownership of cemetery lots.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 25472

3

**TITLE:** Financial audit reports

**DATES:** 1953-

**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)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25472

**TITLE:** Financial audit reports

(continued)

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 25470

3

**TITLE:** General plan

**DATES:** 1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**AGENCY:** Orangeville (Utah)

**SERIES:** 25470

**TITLE:** General plan

(continued)

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**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 25471

3

**TITLE:** Histories

**DATES:** 1901-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25471

**TITLE:** Histories

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 25498

3

**TITLE:** Incorporation records

**DATES:** 1920-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25498

**TITLE:** Incorporation records

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 14879

3

**TITLE:** Minutes

**DATES:** 1901-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces. Resolutions are also included in the series.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Orangeville (Utah)

**SERIES:** 14879

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 14880

3

**TITLE:** Ordinances

**DATES:** 1902-

**ARRANGEMENT:** Chronological

**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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Orangeville (Utah)

**SERIES:** 14880

**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

**AGENCY:** Orangeville (Utah)

**SERIES:** 25497

3

**TITLE:** Planning Commission and Board of Adjustment minutes

**DATES:** 1994-2004.

**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)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25497

**TITLE:** Planning Commission and Board of Adjustment minutes

(continued)

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**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orangeville (Utah)

**SERIES:** 25468

3

**TITLE:** Resolutions

**DATES:** 1979-

**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)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

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**AGENCY:** Orangeville (Utah)

**SERIES:** 25468

**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