

Retention and Classification Report

Agency: Panguitch (Utah) (755)

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Panguitch, UT 84759
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Records Officer: Brinda Bair

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AGENCY: Panguitch (Utah)

SERIES: 24352

3

TITLE: Audit reports

DATES: 1942-1944; 1951-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

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:

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 with

AGENCY: Panguitch (Utah)

SERIES: 24352

TITLE: Audit reports

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

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: Panguitch (Utah)

SERIES: 24325

3

TITLE: Business license register

DATES: ca. 1953-1956.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They include license number, date bond was filed, to whom granted, nature of business, place of business, and amount of license.

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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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Panguitch (Utah)

SERIES: 24325

TITLE: Business license register

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24371

3

TITLE: Civil and criminal justice docket

DATES: 1911-1921.

ARRANGEMENT: Alphabetical by crime type (civil or criminal), thereunder chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This docket documents cases heard by the justice of the peace court. This preprinted book is divided into two sections (civil cases and criminal cases). The civil cases contain cases from 1911-1918, while the criminal section cover the period from 1911-1921. The docket include name of the justice court judge, names of plaintiff and defendant, charge, date case heard, summary of case, decision, fines, and justice of peace signature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

FORMAT MANAGEMENT:

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AGENCY: Panguitch (Utah)

SERIES: 24371

TITLE: Civil and criminal justice docket

(continued)

APPRAISAL:

Historical

This disposition is based solely on the secondary historical value of documenting life in early Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 9934

3

TITLE: Council minutes

DATES: 1899-

ARRANGEMENT: Chronological by meeting date.

TOTAL VOLUME:

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 52-4-203 (2) (2009).

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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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 9934

TITLE: Council minutes

(continued)

APPRAISAL:

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

Disposition is based on the historic and legal value of these records in documenting the growth and change of Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24327

3

TITLE: Criminal justice dockets

DATES: 1886-1930.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These three dockets document misdemeanor cases heard by the justice of the peace court. The cases largely concern public intoxication and disturbing the peace violations. Recorded information includes: names of defendant, attorney, dates, changes in actions, fines, decisions, pleas, judgments rendered, and signature of the justice of the peace. The volumes contain alphabetical indexes listing the name and page number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 24327

TITLE: Criminal justice dockets

(continued)

APPRAISAL:

Historical

This disposition is based solely on the docket's secondary research value in documenting crime in early Panguitch. The first volume predates the incorporation of Panguitch in 1899 by more than a decade.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24321

3

TITLE: Estray record

DATES: 1901-1934.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents stray animals located within Panguitch and actions taken. It includes date, description of animal, action taken, fine levied or auction cost. From 1933-1934, it only includes receipt number, name, amount, and year. The volume is titled "Day-Book."

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Panguitch (Utah)

SERIES: 24321

TITLE: Estray record

(continued)

APPRAISAL:

Historical

This disposition is based solely on the records secondary value. This volume's colorful descriptions of stray animals and actions taken provide a unique view of the community of Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24323

3

TITLE: Library board of trustees minutes

DATES: 1918-1945; 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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. The books also includes a 1950 listing of books. The minutes are spotty from 1918-1927 and 1934-1935. Minutes are regular from 1927-1933, 1936-1939, and 1944-1945. No board minutes have been found for the periods 1940-1944 and 1946-1987.

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.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 24323

TITLE: Library board of trustees minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24326

3

TITLE: Marshal's arrest register

DATES: 1900-ca. 1912.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This book documents arrests made by the city marshal. It includes arrest date, name of person arrested, offense charged, conviction or acquittal date, fine, imprisonment, person's description, discharge date, and any remarks.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Panguitch (Utah)

SERIES: 24326

TITLE: Marshal's arrest register

(continued)

APPRAISAL:

Historical

This disposition is based solely on the records secondary research value. This volume is the oldest law enforcement record in Garfield county and documents crime in Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24350

3

TITLE: Ordinances

DATES: 1897-

ARRANGEMENT: Chronological by date, thereunder numeric by ordinance number.

TOTAL VOLUME:

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 (1977). 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 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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Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1897 through 1953.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1897 through 1953.
Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 24350

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Disposition is based on the legal and historic importance of these records in documenting the growth, governance, and development of Panguitch

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24320

3

TITLE: Poll tax and water tax register

DATES: 1900-1918.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents work on city roads. Male residents of Panguitch were assessed a tax for city road maintenance and improvements. The assessment could be satisfied either with labor or cash payment. The book includes the person's name, street, date notified, notice number, payment type (labor/cash), total, receipt number, and remarks. A summary lists individual names, amount credited, and disbursement. The back of the book includes a listing of water taxes collected from 1910-1922. The book contains an alphabetical index.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Panguitch (Utah)

SERIES: 24320

TITLE: Poll tax and water tax register

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. It documents road construction in Panguitch and the contribution of individual residents.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24322

3

TITLE: Revised ordinances

DATES: 1953; 1975; 1993.

ARRANGEMENT: Chronological, thereunder numerical by titles, chapter, section, and parts.

TOTAL VOLUME:

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 (1977). 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 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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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 24322

TITLE: Revised ordinances

(continued)

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Disposition is based on the historic and legal value of these records in documenting the governance and growth of Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24370

3

TITLE: Utah Community Progress scrapbooks

DATES: 1975-1995.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

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:

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.

AGENCY: Panguitch (Utah)

SERIES: 24370

TITLE: Utah Community Progress scrapbooks

(continued)

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

Disposition is based on the historic value of these scrapbooks in documenting life and events in Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24351

3

TITLE: Zoning ordinances

DATES: 1955; 1984-

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Panguitch (Utah)

SERIES: 24351

TITLE: Zoning ordinances

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 13.

Disposition is based on the historic, legal, and administrative value of these records in stipulating (and documenting) the growth of Panguitch over time.

PRIMARY CLASSIFICATION:

Public