Retention and Classification Report

Agency: Plymouth (Utah) (786)

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Records Officer Sharon Hess

24982	Audit reports
24981	Council minutes
24983	Ordinances - zoning, public utilities, annexation, water

AGENCY: Plymouth (Utah)

SERIES: 24982 3
TITLE: Audit reports
DATES: 1972-
ARRANGEMENT: Chronological
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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 04/09/2003

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Plymouth (Utah)

SERIES: 24982
TITLE: Audit reports

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authority to weed.

Microfilm duplicate: Retain in Office permanently.

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APPRAISAL:

Administrative Fiscal Historical
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 DESIGNATION:
Public

AGENCY: Plymouth (Utah)

SERIES: 24981 3
TITLE: Council minutes
DATES: 1959-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.40 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).

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: 04/09/2003

FORMAT MANAGEMENT:

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AGENCY: Plymouth (Utah)

SERIES: 24981
TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:
Public

AGENCY: Plymouth (Utah)

SERIES: 24983 3
TITLE: Ordinances - zoning, public utilities, annexation, water
DATES: 1997-
ARRANGEMENT: Alphabetical by type, thereunder 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. The town of Plymouth ordinances include: 1981 and 1997 zoning ordinances, 1988 public utilities authority and annexation ordinances, and 1977 and 1999 water ordinances.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 04/09/2003

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AGENCY: Plymouth (Utah)

SERIES: 24983
TITLE: Ordinances - zoning, public utilities, annexation, water

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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.

PRIMARY DESIGNATION:
Public