

# Retention and Classification Report

**Agency:** Plain City (Utah) (788)

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Plain City, UT 84404  
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**Records Officer:** Diane Hirschi

85244 \*Audit reports  
85016 \*City Council minutes

**AGENCY:** Plain City (Utah)

**SERIES:** 85244

4

**TITLE:** Audit reports

**DATES:** i 1919-1965; 1971.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Financial records for each office are audited annually as required by law. The audit examines all revenues received, and compares them to the expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

**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.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

**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.

**AGENCY:** Plain City (Utah)

**SERIES:** 85244

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Plain City (Utah)

**SERIES:** 85016

4

**TITLE:** City Council minutes

**DATES:** i 1863-1966.

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

Microfilm duplicate: For records beginning in 1863 through 1966.  
Retain in State Archives permanently.