

# Retention and Classification Report

**Agency:** Randolph (Utah) (822)

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Randolph, UT 84064  
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**Records Officer:** Lana Peart

22624 Cemetery board minutes  
22623 \*Cemetery death book  
22627 Planning and zoning minutes  
22625 Town board minutes  
22626 Town ordinances

**AGENCY:** Randolph (Utah)

**SERIES:** 22624

3

**TITLE:** Cemetery board minutes

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of the regular scheduled meetings of the official cemetery board. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**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.

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**AGENCY:** Randolph (Utah)

**SERIES:** 22624

**TITLE:** Cemetery board minutes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3)(2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32)(2008)

**AGENCY:** Randolph (Utah)

**SERIES:** 22623

3

**TITLE:** Cemetery death book

**DATES:** 1872-1999.

**ARRANGEMENT:** Chronological by date of interment.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

**AGENCY:** Randolph (Utah)

**SERIES:** 22623

**TITLE:** Cemetery death book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Randolph (Utah)

**SERIES:** 22627

3

**TITLE:** Planning and zoning minutes

**DATES:** 1978-

**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)).

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Randolph (Utah)

**SERIES:** 22627

**TITLE:** Planning and zoning minutes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Randolph (Utah)

**SERIES:** 22625

3

**TITLE:** Town board minutes

**DATES:** 1918-

**ARRANGEMENT:** Chronological

**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).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2014.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.



**AGENCY:** Randolph (Utah)

**SERIES:** 22625

**TITLE:** Town board minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Randolph (Utah)

**SERIES:** 22626

3

**TITLE:** Town ordinances

**DATES:** 1913-

**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 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.

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

**AGENCY:** Randolph (Utah)

**SERIES:** 22626

**TITLE:** Town ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public