Retention and Classification Report

Agency: Beaver (Utah) (87)

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Records Officer Anona Yardley

85041		Audit reports
22042	*	Cemetery financial records
13139		Codified ordinances
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21975		Planning and Zoning Commission minutes
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AGENCY: Beaver (Utah)

SERIES: 85041 4
TITLE: Audit reports
DATES: i 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION:

Retain 3 years after microfilmed.

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: //

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

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

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.

AGENCY: Beaver (Utah)

SERIES: 85041
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:
Public UCA 51-2-3(3) (2008)

AGENCY: Beaver (Utah)

SERIES: 22042 4
TITLE: Cemetery financial records
DATES: 1908-1956.
ARRANGEMENT: Grouped by subject, thereunder chronological by date.
DESCRIPTION:

This volume is a financial record consisting of an account of general debits and credits from 1949 to 1950, and then a listing of credits from 1950 divided by type, such as cemetery fees, cemetery tax, and lots. The last section of the book consists of a listing of payments made for perpetual care, sale of lot, and burial fees, arranged alphabetically by lot owner's name, dating from approximately 1908 to 1986. Records most likely pertain to the Mountain View Cemetery, though they are not labelled as such.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

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

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Historical
This disposition is based on the value of these records for research into burials in the Beaver City area.

PRIMARY DESIGNATION:

Public

AGENCY: Beaver (Utah)

SERIES: 13139 3
TITLE: Codified ordinances
DATES: 1881-
ARRANGEMENT: Chronological by year, thereunder numerical by chapter or title
DESCRIPTION:

As the governing body of Beaver City, the Mayor and City Council enact their legislative power through the creation of ordinances. An ordinance may "regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition [as] authorized" by the Utah Code (UCA, 2003, 10-3-701-702). According to its minutes, the City Council began discussing the codification of ordinances in March 1881. For an outside cost of $220.00 they would be revised, rewritten, arranged and proof-read before being published and distributed. Though the resulting edition did not survive, the rest of the minutes themselves frequently include drafts of new or revised ordinances over the ensuing years. When codified, each ordinance under a chapter (1982) or title and chapter (2000) has a section number, a short title and the body which includes detailed instructions for the particular cause, action and possible result if broken. Over the years, ordinances have regulated the setup of municipal government, business licensing, public health, traffic, utilities and zoning.

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: 06/02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Beaver (Utah)

SERIES: 13139
TITLE: Codified ordinances

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal
These codified ordinances contain one of the most recent versions of Beaver's municipal code and previous examples useful for historical research.

PRIMARY DESIGNATION:
Public

AGENCY: Beaver (Utah)

SERIES: 85015 4
TITLE: Council minutes
DATES: 1880-
ARRANGEMENT: Chronological according to date of entry.
DESCRIPTION:

This series contains the minutes to meetings of the Beaver City Council. The City Council is the legislative and governing body of the city. It discusses and manages the business of the city. The Council has traditionally met in regular session two times each month, with special sessions called as needed (UCA 2002 10-3-502). Often in attendance at the meetings is the City Manager, while the City Recorder takes the minutes. The minutes, which are approved and signed by the mayor and city recorder, describe who is in attendance and issues discussed each time. In addition, later volumes have related documents such as correspondence, ordinance drafts, court files, bills and bids for city contracts filed with the relevant meeting's minutes.

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: 05/21/2003

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Beaver (Utah)

SERIES: 85015
TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Fiscal Historical
The minutes of the City Council of Beaver serve as central sources of information on the government and history of the city.

PRIMARY DESIGNATION:
Public UCA 52-4-7(3)(2008)

AGENCY: Beaver (Utah)

SERIES: 84766 4
TITLE: Interment register

DATES: 1865-1986.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This volume is an interment register for the Mountain View Cemetery for the years 1865 through 1986. Register columns include name of the deceased, birth and death dates, burial location, place of birth, and parents names, though very few entries include information in all columns. Attached to the end of this volume is a hand-drawn map and name key to the oldest burials in the cemetery.

RETENTION:

Retain Permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in Office permanently.

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AGENCY: Beaver (Utah)

SERIES: 84766
TITLE: Interment register

(continued)

APPRAISAL:

Historical
This disposition is based on the value of these records in documenting deaths and burials in Beaver City.

PRIMARY DESIGNATION:
Public

AGENCY: Beaver (Utah)

SERIES: 24030 3
TITLE: License register
DATES: 1892-1938.
ARRANGEMENT: Alphabetical by first letter of business name
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This is a single volume documenting the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, date issued, date of expiration, amount paid, type of license and remarks. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

AUTHORIZED: 11/28/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Beaver (Utah)

SERIES: 24030
TITLE: License register

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Beaver (Utah)

SERIES: 24031 3
TITLE: Marshall's register
DATES: 1904-1922.
ARRANGEMENT: Numerical by case number
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This register documents civil actions (i.e. service of court papers and collection of fines) taken by the city's marshall. It lists cases 1 to 71. Information includes case number, name of person arrested, offense and date of offense, date of court paper issuance, date of paper service, date return was made, name of person performing service, service location, fines, discharge of fines and expenses incurred. Also occasionally includes court date, pleading and outcome.

RETENTION:

Retain in office permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical
This is the only law enforcement record for the municipality for years indicated.

AGENCY: Beaver (Utah)

SERIES: 24031
TITLE: Marshall's register

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Beaver (Utah)

SERIES: 24029 3
TITLE: Mountain View Cemetery listing
DATES: ca. 1874-
ARRANGEMENT: Alphabetical by last name of deceased
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are arranged alphabetically by names of owners or deceased persons interred in the cemetery. Information is maintained in a database. A computer printout is 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. Information is maintained in a database.

RETENTION:

Retain permanently in office.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

AGENCY: Beaver (Utah)

SERIES: 24029
TITLE: Mountain View Cemetery listing

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY DESIGNATION:
Public

AGENCY: Beaver (Utah)

SERIES: 21975 3
TITLE: Planning and Zoning Commission minutes
DATES: 1995-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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.

RETENTION:

Retain until microfilmed.

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: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Beaver (Utah)

SERIES: 21975
TITLE: Planning and Zoning Commission minutes

(continued)

APPRAISAL:

PRIMARY DESIGNATION:
Public UCA 52-4-7(3)(2008)

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32)(2008)

AGENCY: Beaver (Utah)

SERIES: 24027 3
TITLE: Treasurer's financial accounts
DATES: 1869-1890.
ARRANGEMENT: Chronological, thereunder by account name
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These two volumes document the receipt and expenditure of municipal funds. Included are a listing of municipal accounts, dates, amounts received or spent, subtotals and quarterly totals. Receivable accounts indicate who funds were received from. Examples of types of accounts are municipal employee wages, city taxes and accounts for various city offices.

RETENTION:

Retain in office permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal Historical
This appraisal is based on the fact that these records are among the oldest for the municipality.

AGENCY: Beaver (Utah)

SERIES: 24027
TITLE: Treasurer's financial accounts

(continued)

PRIMARY DESIGNATION:
Public