

# 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  
85015 Council minutes  
29249 General Plan  
84766 \*Interment register  
24030 \*License register  
24031 \*Marshall's register  
24029 Mountain View Cemetery listing  
21975 Planning and Zoning Commission minutes  
24027 \*Treasurer's financial accounts

**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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

**AUTHORIZED:** 03-01-2016

**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.

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**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

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:** 04-01-2015

**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:**

These records have historical value(s).

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

1

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Beaver (Utah)

**SERIES:** 13139

**TITLE:** Codified ordinances

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**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:**

These records have administrative, fiscal, and/or historical value(s).

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:** 29249

**TITLE:** General Plan

**DATES:** 2003-

**ARRANGEMENT:** N/A

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Beaver (Utah)

**SERIES:** 29249

**TITLE:** General Plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Office permanently.

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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule License registers, GRS-845.

**AUTHORIZED:** 11-01-1996

**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:**

These records have administrative, fiscal, historical, and/or legal value(s).

**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 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:**

These records have historical value(s).

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

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 04-01-2015

**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:**

These records have administrative, historical, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Beaver (Utah)

**SERIES:** 21975

3

**TITLE:** Planning and Zoning Commission minutes

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**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 for 3 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Beaver (Utah)

**SERIES:** 21975

**TITLE:** Planning and Zoning Commission minutes

(continued)

**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 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 with authority to weed.

**APPRAISAL:**

These records have fiscal, and/or historical value(s).

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

**PRIMARY DESIGNATION:**

Public