

Retention and Classification Report

Agency: Santa Clara (Utah) (876)

Santa Clara Town Hall
2603 West Santa Clara Drive
Santa Clara, UT 84765
435-673-6712

Records Officer: Chris Shelley

20560	Annexation files
24618	Annual audit reports
20561	Appointment files
24619	*Burials report
20562	City charter
24620	*City financial records
20574	City scrapbooks
20563	*Council agenda
20575	Council business files
20564	Council minutes
24624	Council minutes
20576	Deeds files
20577	Easement files
20565	Election ballots
20566	Election canvasses
20567	Election records
20568	Election returns
20578	Hearings files
24622	*Incorporation papers
20579	Lease files
20569	Oaths
20570	Ordinances
20571	Petitions
20572	Proof of publication records
05058	*Reconstruction finance corporation loan application
20573	Resolutions
24621	Revised ordinances
24623	Santa Clara history

AGENCY: Santa Clara (Utah)

SERIES: 20560

3

TITLE: Annexation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (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 18, Item 1.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 24618

3

TITLE: Annual audit reports

DATES: 1969-

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 SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Santa Clara (Utah)

SERIES: 24618

TITLE: Annual audit reports

(continued)

authority to weed.

APPRAISAL:

Administrative Fiscal Historical

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20561

3

TITLE: Appointment files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

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 2.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 24619

3

TITLE: Burials report

DATES: ca. 1855 - 2002.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

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 17, Item 5.

AUTHORIZED: 11/21/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This series has historical value as a record of burials.

AGENCY: Santa Clara (Utah)

SERIES: 24619

TITLE: Burials report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20562

3

TITLE: City charter

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

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 4.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 24620

3

TITLE: City financial records

DATES: 1915-1928.

ARRANGEMENT: Chronological

DESCRIPTION:

This is an account book showing various financial details of the cities business from 1915 through 1928.

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 4.

AUTHORIZED: 12/03/2003

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Fiscal Historical

AGENCY: Santa Clara (Utah)

SERIES: 24620

TITLE: City financial records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20574

3

TITLE: City scrapbooks

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

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 1, Item 4.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20563

3

TITLE: Council agenda

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain 2 years or until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 7.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends, if not part of minutes and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20575

3

TITLE: Council business files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain 10 years or until administrative need ends whichever occurs later.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 8.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until administrative need ends, whichever occurs later and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20564

3

TITLE: Council minutes

DATES: undated

ARRANGEMENT:

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: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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

AGENCY: Santa Clara (Utah)

SERIES: 20564

TITLE: Council minutes

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Santa Clara (Utah)

SERIES: 24624

3

TITLE: Council minutes

DATES: 1915-

ARRANGEMENT: Chronological by year

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: 12/10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Santa Clara (Utah)

SERIES: 24624

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20576

3

TITLE: Deeds files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20577

3

TITLE: Easement files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

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 11.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20565

3

TITLE: Election ballots

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain 22 months after election or until time for use expired for contested election

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 12.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after election or until contested election time expired and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Exempt UCA 20A-4-106 and 20A-4-401 (2008)

AGENCY: Santa Clara (Utah)

SERIES: 20566

3

TITLE: Election canvasses

DATES: undated

ARRANGEMENT:

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

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 13.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20567

3

TITLE: Election records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

RETENTION:

Retain 22 months after the election.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 14.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after the election and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20568

3

TITLE: Election returns

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION:

Retain 22 months after the election.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 15.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after the election and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20578

3

TITLE: Hearings files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

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 16.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 24622

3

TITLE: Incorporation papers

DATES: 1915,1972-1983.

ARRANGEMENT: Chronological by date of event

DESCRIPTION:

These files contain the resolution of incorporation - 1915, list of city officers - 1972-1983, legal description of city boundary, articles of amendment - 1978-79, town site survey - 1982, and third class city proclamation - 1981.

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 4.

AUTHORIZED: 12/10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Santa Clara (Utah)

SERIES: 24622

TITLE: Incorporation papers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20579

3

TITLE: Lease files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain 4 years after contract expires.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 17.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after contract expires and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(d) (2008)

AGENCY: Santa Clara (Utah)

SERIES: 20569

3

TITLE: Oaths

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (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 18, Item 18.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Santa Clara (Utah)

SERIES: 20569

TITLE: Oaths

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20570

3

TITLE: Ordinances

DATES: undated

ARRANGEMENT:

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.

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: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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.

AGENCY: Santa Clara (Utah)

SERIES: 20570

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20571

3

TITLE: Petitions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain 5 years after issue resolved and decision made.

DISPOSITION:

May transfer to State Archives..

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 20572

3

TITLE: Proof of publication records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 5058

3

TITLE: Reconstruction finance corporation loan application

DATES: 1933.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Santa Clara (Utah)

SERIES: 20573

3

TITLE: Resolutions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (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 18, Item 22.

AUTHORIZED: 09/08/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Santa Clara (Utah)

SERIES: 20573

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Santa Clara (Utah)

SERIES: 24621

3

TITLE: Revised ordinances

DATES: 1964,1986,1998-

ARRANGEMENT: Chronological by year thereunder by ordinance

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.

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: 12/10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Santa Clara (Utah)

SERIES: 24621

TITLE: Revised ordinances

(continued)

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

AGENCY: Santa Clara (Utah)

SERIES: 24623

3

TITLE: Santa Clara history

DATES: 1980-

ARRANGEMENT: Chronological and Alphabetical

DESCRIPTION:

These are various histories of Santa Clara, water tank leases on city holdings and clipping files from 1980 - 1999 including newspapers, photos, and programs of community events.

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 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Santa Clara (Utah)

SERIES: 24623

TITLE: Santa Clara history

(continued)

PRIMARY DESIGNATION:

Public