

# Retention and Classification Report

**Agency:** Brian Head (Utah) (97)

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Brian Head, UT 84719  
435-677-2029

**Records Officer:** Nancy Leigh

23851 \*Board of Adjustment minutes  
29363 Budgets  
23790 Council minutes  
29252 General plan  
23792 Ordinances  
23791 Planning Commission minutes  
23793 \*Resolutions

**AGENCY:** Brian Head (Utah)

**SERIES:** 23851

4

**TITLE:** Board of Adjustment minutes

**DATES:** 1985-1987.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Brian Head town council periodically appointed individuals to serve on a board of adjustment beginning in 1977. This board included five members and was commissioned to hear and decide appeals and authorize special exceptions to the terms of ordinances when special circumstances warranted it (see Utah Code, 1984-1985, 10-9-6-16). The only minutes for this board begin in 1984. In that year the board established a procedure for hearings. A public notice would announce the board meeting and the issue to be considered. After the hearing the board would deliberate and post its decision. In December and January 1984-1985 the board validated the placement of a business sign. In 1986-1987 the board considered some zoning variance requests. Brian Head minutes reflect no other board of adjustment activity.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-1043.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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 historical value(s).

These minutes document the organization and activity of the Brian Head board of adjustments.

**AGENCY:** Brian Head (Utah)

**SERIES:** 23851

**TITLE:** Board of Adjustment minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Brian Head (Utah)

**SERIES:** 29363

3

**TITLE:** Budgets

**DATES:** 2017-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**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 Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Brian Head (Utah)

**SERIES:** 23790

4

**TITLE:** Council minutes

**DATES:** 1975-

**ARRANGEMENT:** Chronological by meeting date with all relevant attachments filed after the minutes for each meeting.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The Brian Head town council is responsible for exercising the community's legislative and executive powers (see Utah Code Unannotated, 1992, 10-3-101). At incorporation (1975) the town board consisted of a mayor and four council members who were responsible for all aspects of town management. In 1988 Brian Head officially replaced the traditional town government with the manager/council form of government. Since that date the traditional town council shares responsibilities with a town manager, who is officially included as a member of the council. Brian Head town council minutes summarize the discussion at council meetings and report on motions made and actions taken. Since incorporation, the Brian Head town council's primary objective has been to build and maintain a regional resort community which is comfortable and aesthetically attractive. In keeping with this goal, the council has been progressive about providing public services and utilities. The council has also focused on overseeing development and land use, advertising the resort, and providing recreational opportunities for guests and residents. The town council has worked closely auxiliary municipal boards and commissions and with the Utah Travel Council and Brian Head Resort, Inc.

**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

**AGENCY:** Brian Head (Utah)

**SERIES:** 23790

**TITLE:** Council minutes

(continued)

**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).

Brian Head town council minutes provide historical information about municipal government. Attachments provide additional information of all kinds about topics discussed by the council.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Brian Head (Utah)

**SERIES:** 29252

3

**TITLE:** General plan

**DATES:** 2013-

**ARRANGEMENT:** none

**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 authorized by Archives general schedule Adopted master plans, GRS-1050.

**AGENCY:** Brian Head (Utah)

**SERIES:** 29252

**TITLE:** General plan

(continued)

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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



**AGENCY:** Brian Head (Utah)

**SERIES:** 23792

4

**TITLE:** Ordinances

**DATES:** 1975-

**ARRANGEMENT:** Sequential by ordinance number, which is also chronological by date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

According to Utah law, the governing body of each municipality shall exercise its legislative powers through ordinances. The governing body may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, or condition authorized by law. (Utah Code, 1988, 10-3-701-702). Ordinances in this series address issues of land use, zoning, traffic control, water and sewer regulation, public sanitation, animal control, and business.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-01-1988

**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, historical, and/or legal value(s).

Brian Head ordinances provide part of the legal foundation for the community as well as information of significance to the history of municipal government.

**AGENCY:** Brian Head (Utah)

**SERIES:** 23792

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Brian Head (Utah)

**SERIES:** 23791

4

**TITLE:** Planning Commission minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological by meeting date with relevant attachments filed after the minutes for each meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Utah law provides each municipal government with the opportunity to appoint a planning commission to create and carry out zoning plans within the community (Utah Code Annotated, 1953, 10-9-4). The Brian Head town council created a planning commission in 1977. The five-member commission works closely with the council on all issues relating to land use and development, and in creating and revising the town's master plan. All development proposals in Brian Head must be conceptually approved by both the planning commission and the town council before developers can proceed with building details, water connection, and review by engineers and other necessary inspectors. Final proposals must be re-approved by both the planning commission and town council. The commission's primary function is evaluating development proposals. The commission provides time for public hearings on proposals and for evaluating potential conflicts of interest between board members and proposed projects. Planning commission minutes provide a summary of the planning commission's discussion as well as the names of those present.

**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:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Brian Head (Utah)

**SERIES:** 23791

**TITLE:** Planning Commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

Brian Head planning commission minutes provide historical information about building development in a resort community and about zoning laws in the same.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Brian Head (Utah)

**SERIES:** 23793

4

**TITLE:** Resolutions

**DATES:** 1981-1998.

**ARRANGEMENT:** Sequential by resolution number, which is also chronological by date.

**DESCRIPTION:**

According to Utah law, the governing body of each municipality shall exercise its administrative powers through resolutions including, but not limited to establishing water and sewer rates, establishing personnel policies, and regulating the use of municipal property (Utah Code, 1984-1985, 10-3-717). Resolutions are similar to ordinances in form, but they may take effect at passage and do not require publication. Brian Head resolutions authorize the sale of bonds, establish utility franchises, govern water and sewer systems, state positions favoring or opposing state and federal actions, set tax rates, support or regulate expanding recreational facilities, address disputes, and regulate aspects of municipal government.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resolutions, GRS-1027.

**AUTHORIZED:** 12-01-1996

**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).

Resolutions document the administrative functions of Brian Head municipal government.

**AGENCY:** Brian Head (Utah)

**SERIES:** 23793

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public