

Retention and Classification Report

Agency: Brian Head (Utah) (97)

56 North Hwy 143
P.O. Box 190068
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 1.

AUTHORIZED: 08/03/2001

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.

AGENCY: Brian Head (Utah)

SERIES: 23851

TITLE: Board of Adjustment minutes

(continued)

APPRAISAL:

Historical

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

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 permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 68.

AUTHORIZED: 07/21/2017

FORMAT MANAGEMENT:

APPRAISAL:

Administrative Fiscal Historical

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 in office.

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: 06/26/2001

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:

Administrative Fiscal Historical Legal

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

ANNUAL ACCUMULATION:

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 permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AGENCY: Brian Head (Utah)

SERIES: 29252

TITLE: General plan

(continued)

AUTHORIZED: 07/12/2017

FORMAT MANAGEMENT:

APPRAISAL:

Administrative Historical Legal

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:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/26/2001

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 Historical Legal

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 in office.

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: 03/13/2015

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.

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

APPRAISAL:

Administrative Historical Legal

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.

ANNUAL ACCUMULATION:

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:

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 MUN 18, Item 22.

AUTHORIZED: 06/26/2001

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.

AGENCY: Brian Head (Utah)

SERIES: 23793

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal
Resolutions document the administrative functions of Brian Head
municipal government.

PRIMARY DESIGNATION:

Public