Retention and Classification Report

Agency: Bicknell (Utah) (99)

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P.O. Box 96
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435-425-3315

Records Officer Connie Durfey

24473	Annual audit and financial reports
24472	Cemetery records
24471	Council minutes
24474	Ordinances, resolutions, and policies

AGENCY: Bicknell (Utah)

SERIES: 24473 3
TITLE: Annual audit and financial reports
DATES: 1956-
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Bicknell (Utah)

SERIES: 24473
TITLE: Annual audit and financial reports

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:
Administrative Fiscal Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

PRIMARY CLASSIFICATION:
Public

AGENCY: Bicknell (Utah)

SERIES: 24472 3
TITLE: Cemetery records
DATES: 1896-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are 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.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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AGENCY: Bicknell (Utah)

SERIES: 24472
TITLE: Cemetery records

(continued)

APPRAISAL:
Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

PRIMARY CLASSIFICATION:
Public

AGENCY: Bicknell (Utah)

SERIES: 24471 3
TITLE: Council minutes
DATES: 1946-
ARRANGEMENT: Chronological
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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AGENCY: Bicknell (Utah)

SERIES: 24471
TITLE: Council minutes

(continued)

APPRAISAL:
Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:
Public

AGENCY: Bicknell (Utah)

SERIES: 24474 3
TITLE: Ordinances, resolutions, and policies
DATES: 1975-
ARRANGEMENT: Alphabetical by subject
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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AGENCY: Bicknell (Utah)

SERIES: 24474
TITLE: Ordinances, resolutions, and policies

(continued)

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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

PRIMARY CLASSIFICATION:

Public