Retention and Classification Report

Agency: Antimony (Utah) (48)

Community Center, 120 North Main St
P.O. Box 120046
Antimony, UT 84712
435-624-3300

Records Officer: _____

24341	Audit reports
24343	Council minutes
24342	Ordinances and resolutions

AGENCY: Antimony (Utah)

SERIES: 24341 3
TITLE: Audit reports
DATES: 1979-
ARRANGEMENT: Chronological by year
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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

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 Office permanently.

AGENCY: Antimony (Utah)

SERIES: 24341
TITLE: Audit reports

(continued)

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. Only audits reports for the years 1979-81, 1983-85, 1992 could be found in the city offices on August 20, 2002.

PRIMARY DESIGNATION:

Public

AGENCY: Antimony (Utah)

SERIES: 24343 3
TITLE: Council minutes
DATES: 1976,1987-1996,2000-
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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

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.

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Antimony (Utah)

SERIES: 24343
TITLE: Council minutes

(continued)

APPRAISAL:

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

Minutes from 1937 incorporation to 1976 could not be found and from 1997 to 1999 also were missing when visited town offices on August 20, 2002.

PRIMARY DESIGNATION:

Public

AGENCY: Antimony (Utah)

SERIES: 24342 1
TITLE: Ordinances and resolutions
DATES: 1937-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

These documents include petition to incorporate, resolution to incorporate, town plot, ordinances of; 1936, building inspection - 1994, elections - 1993,Water - 1982, Sales tax - 1993,Private School 1985, and Television ordinances - 1962.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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APPRAISAL:

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

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

AGENCY: Antimony (Utah)

SERIES: 24342
TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public