

Retention and Classification Report

Agency: Aurora (Utah) (71)

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Records Officer: _____

26548	Audit reports
26549	*Cemetery records
09587	*City Council minutes
29651	Ordinances
29692	new series

AGENCY: Aurora (Utah)

SERIES: 26548

3

TITLE: Audit reports

DATES: 1981-

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 State Archives permanently with authority to weed.

AGENCY: Aurora (Utah)

SERIES: 26548

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Aurora (Utah)

SERIES: 26549

3

TITLE: Cemetery records

DATES: 1880-2007.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

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.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

These records have historical and administrative value as documentation of burial of individuals.

PRIMARY DESIGNATION:

Public

AGENCY: Aurora (Utah)

SERIES: 9587

4

TITLE: City Council minutes

DATES: 1914-1989.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

This series consists of microfilm of minutes kept by the Aurora City Council. The records prior to 1982 are Town Board Minutes. This series documents the decision making process of the municipal council of Aurora, providing a historical record of the decisions of the municipal government and, consequently, a history of the major events in the community. The minutes include information such as the names of the persons present at the meeting; time, date, and place of meeting; roll call vote results; lists of expenditures; motions made; and decisions made by the municipal government. Topics include approval of payment of bills, approval of budgets, approval of appointments to municipal jobs, proposed ordinances, provision of public works, and any other matter of immediate concern to the community. Additional documents, primarily correspondence with the Utah Road Commission, are inserted into the volumes.

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.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Aurora (Utah)

SERIES: 9587

TITLE: City Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of the record for historical research and the documentation it provides of the functioning of a Utah municipality.

PRIMARY DESIGNATION:

Public

AGENCY: Aurora (Utah)

SERIES: 29692

TITLE: new series

DATES: 1914-1916

ARRANGEMENT: Chronological by ordinance adoption date.

DESCRIPTION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Aurora (Utah)

SERIES: 29651

3

TITLE: Ordinances

DATES: 1914-

ARRANGEMENT: Chronological by ordinance adoption date.

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the laws passed and in force in Aurora Town over time.

PRIMARY DESIGNATION:

Public