Retention and Classification Report

Agency: Beaver (Utah) (87)

60 West Center
P.O. Box 271
Beaver, UT 84713
435-438-2451

Records Officer: _____

85041	Audit reports
13139	Codified ordinances
85015	Council minutes
29249	General Plan
24029	Mountain View Cemetery listing
21975	Planning and Zoning Commission minutes

AGENCY: Beaver (Utah)

SERIES: 85041 4
TITLE: Audit reports
DATES: i 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city and compares them to the city's expenditures to evaluate the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

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:

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

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

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.

AGENCY: Beaver (Utah)

SERIES: 85041
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Beaver (Utah)

SERIES: 13139 1
TITLE: Codified ordinances
DATES: 1881-
ARRANGEMENT: Chronological by year, thereunder numerical by chapter or title
DESCRIPTION:

As the governing body of Beaver City, the Mayor and City Council enact their legislative power through the creation of ordinances. An ordinance may "regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition [as] authorized" by the Utah Code (UCA, 2003, 10-3-701-702). According to its minutes, the City Council began discussing the codification of ordinances in March 1881. For an outside cost of $220.00 they would be revised, rewritten, arranged and proof-read before being published and distributed. Though the resulting edition did not survive, the rest of the minutes themselves frequently include drafts of new or revised ordinances over the ensuing years. When codified, each ordinance under a chapter (1982) or title and chapter (2000) has a section number, a short title and the body which includes detailed instructions for the particular cause, action and possible result if broken. Over the years, ordinances have regulated the setup of municipal government, business licensing, public health, traffic, utilities and zoning.

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:

Paper: Retain in Office permanently after being microfilmed.

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AGENCY: Beaver (Utah)

SERIES: 13139
TITLE: Codified ordinances

(continued)

APPRAISAL:

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

These codified ordinances contain one of the most recent versions of Beaver's municipal code and previous examples useful for historical research.

PRIMARY DESIGNATION:

Public

AGENCY: Beaver (Utah)

SERIES: 85015 4
TITLE: Council minutes
DATES: 1880-
ARRANGEMENT: Chronological according to date of entry.
DESCRIPTION:

This series contains the minutes to meetings of the Beaver City Council. The City Council is the legislative and governing body of the city. It discusses and manages the business of the city. The Council has traditionally met in regular session two times each month, with special sessions called as needed (UCA 2002 10-3-502). Often in attendance at the meetings is the City Manager, while the City Recorder takes the minutes. The minutes, which are approved and signed by the mayor and city recorder, describe who is in attendance and issues discussed each time. In addition, later volumes have related documents such as correspondence, ordinance drafts, court files, bills and bids for city contracts filed with the relevant meeting's minutes.

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:

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Beaver (Utah)

SERIES: 85015
TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). The minutes of the City Council of Beaver serve as central sources of information on the government and history of the city.

PRIMARY DESIGNATION:

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

AGENCY: Beaver (Utah)

SERIES: 29249 1
TITLE: General Plan
DATES: 2003-
ARRANGEMENT: N/A
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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Beaver (Utah)

SERIES: 29249
TITLE: General Plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Beaver (Utah)

SERIES: 24029 3
TITLE: Mountain View Cemetery listing
DATES: ca. 1874-
ARRANGEMENT: Alphabetical by last name of deceased
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are arranged alphabetically by names of owners or deceased persons interred in the cemetery. Information is maintained in a database. A computer printout is 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. Information is maintained in a database.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

AGENCY: Beaver (Utah)

SERIES: 24029
TITLE: Mountain View Cemetery listing

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver (Utah)

SERIES: 21975 3
TITLE: Planning and Zoning Commission minutes
DATES: 1995-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

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:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Beaver (Utah)

SERIES: 21975
TITLE: Planning and Zoning Commission minutes

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008)