Retention and Classification Report

Agency: Big Water (Utah) (119)

Big Water Town Hall
60 Aaron Burr, Ste. A, Drawer410127
Big Water, UT 84741
435-675-3760

Records Officer: _____

24190	Council minutes
24189	Ordinances
24188	Planning commission minutes
24187	Resolutions

AGENCY: Big Water (Utah)

SERIES: 24190 4
TITLE: Council minutes
DATES: 1984-
ARRANGEMENT: Chronological with related documents filed after minutes for each meeting.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Big Water town council consists of a mayor and four council members who exercise the community's legislative and executive powers (Utah Code, Unannotated, 1991, 10-3-101). The council is responsible for all aspects of community management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Big Water council minutes summarize the discussions at council meetings. They indicate the date each meeting was held and identify council members present. The minutes are presented in a format that readily identifies resolutions or ordinances passed and actions taken by the council. Numerous supporting documents are also included.

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Big Water (Utah)

SERIES: 24190
TITLE: Council minutes

(continued)

APPRAISAL:

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

Big Water minutes and appending documents provide details about the history and functioning of Big Water municipal government as well as financial information.

PRIMARY DESIGNATION:

Public

AGENCY: Big Water (Utah)

SERIES: 24189 4
TITLE: Ordinances
DATES: 1984-
ARRANGEMENT: numerical by ordinance number which is also chronological by date adopted.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Legislative acts of Utah municipal governments are described in ordinances. Ordinances can regulate, require, prohibit, govern, control or supervise activity, business, conduct, or conditions within a community (Utah Code, 1988, 10-3-701-704). The Big Water town council most frequently addressed land use and zoning issues in the ordinances included in this series. Big Water ordinances also regulate the the council and establish and regulate additional municipal offices including a planning commission and board of adjustment. Big Water ordinances regulate waste disposal, culinary water, livestock, and business. A few additional related documents are scattered through the ordinance books. 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 (1977). 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.

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RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Big Water (Utah)

SERIES: 24189
TITLE: Ordinances

(continued)

APPRAISAL:

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

Big Water ordinances, legislative actions of the Big Water town council, provide the legal foundation for municipal government, and historical information about the town as well.

PRIMARY DESIGNATION:

Public

AGENCY: Big Water (Utah)

SERIES: 24188 4
TITLE: Planning commission minutes
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Utah law provides each municipal government with the opportunity to appoint a planning commission to create and recommend zoning plans for city council approval (Utah Code Annotated, 1953, 10-9-4). The Big Water town council created a planning commission in 1984, shortly after incorporation. This five-member commission has worked closely with the council on all issues relating to land use and development. They have drafted general plans (1985 & 1996), made recommendations for zoning ordinances and revisions, and been highly involved in long-range community planning. The Big Water planning commission approves development proposals, plans subdivision requirements, and grants or renews conditional use permits. The Bureau of Land Management (BLM) is the primary land owner in Big Water, which is located near the Grand Staircase Escalante National Monument. The planning commission and town council are involved with state and federal agencies which also have a voice in the development of the area. Planning commission minutes summarized the discussion at commission meetings.

RETENTION:

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DISPOSITION:

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AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

AGENCY: Big Water (Utah)

SERIES: 24188
TITLE: Planning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

Big Water planning commission minutes document the activities of this commission which is highly involved with the town council on all land use and zoning issues. In addition to local planning, the commission works with other agencies which manage land in the Grand Staircase National Monument area.

PRIMARY DESIGNATION:

Public

AGENCY: Big Water (Utah)

SERIES: 24187 4
TITLE: Resolutions
DATES: 1983-
ARRANGEMENT: Numerical by resolution number which is also chronological by date approved.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

According to Utah law, the governing body of each municipality may exercise its administrative powers through resolutions. Resolutions may include, but are not limited to establishing water rates or charges for other services, establishing personnel policies and guidelines, and regulating the use of municipal property (Utah Code, 1988, 10-3-717). The Big Water town council approved resolutions affecting these and many additional issues. The council approved resolutions creating municipal offices, commissions, and boards, and then approved additional resolutions for specific political appointments and merit salary increases thereafter. The council used resolutions to announce public hearings and changes to regularly scheduled council meetings. By resolution, the council announced the adoption of each annual budget, made changes to town lots and subdivisions, and stated the council's position on external matters. Other related documents are scattered among the Big Water resolutions.

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Retain permanently

DISPOSITION:

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AGENCY: Big Water (Utah)

SERIES: 24187
TITLE: Resolutions

(continued)

APPRAISAL:

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

Big Water resolutions document many of the actions of the town's municipal government.

PRIMARY DESIGNATION:

Public