

Retention and Classification Report

Agency: Cannonville (Utah) (139)

Community Center
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Cannonville, UT 84718
435-679-8784

Records Officer: Tom Shakespeare

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|-------|-------------------------|
| 24368 | Audits |
| 24366 | Council minutes |
| 24367 | Ordinances |
| 24394 | Water studies and plans |

AGENCY: Cannonville (Utah)

SERIES: 24368

3

TITLE: Audits

DATES: 1975-1984; 1994-1995; 1998; 2000-

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Cannonville (Utah)

SERIES: 24368

TITLE: Audits

(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.

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24366

3

TITLE: Council minutes

DATES: 1938-1976; 1978-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) 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) (1997) 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. (See also Internal committee records).

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 & public materials, GRS-1709.

AUTHORIZED: 12-28-2018

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.

AGENCY: Cannonville (Utah)

SERIES: 24366

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24367

1

TITLE: Ordinances

DATES: 1949-1996; 1998-

ARRANGEMENT: Chronological

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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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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: Cannonville (Utah)

SERIES: 24367

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cannonville (Utah)

SERIES: 24394

1

TITLE: Water studies and plans

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are research based reports completed by outside consultants on specific water problems or conditions. These reports include recommendations and may be an extension of the master plan. They include the following reports: Cannonville Town Culinary water study (October 1998), Cannonville Town wastewater study (December 1998), Cannonville municipal water system source protection plan (January 1999), Cannonville Town Wastewater study (May 1999), Cannonville Town water management technical and financial plan (July 1999), and the Municipal water system preliminary evaluation report (2000).

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AGENCY: Cannonville (Utah)

SERIES: 24394

TITLE: Water studies and plans

(continued)

PRIMARY DESIGNATION:

Public