

Retention and Classification Report

Agency: Centerfield (Utah) (179)

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Records Officer: _____

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AGENCY: Centerfield (Utah)

SERIES: 26388

3

TITLE: Audit reports

DATES: 1983-

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: Centerfield (Utah)

SERIES: 26388

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: Centerfield (Utah)

SERIES: 29983

3

TITLE: Bond redemption registers

DATES: 1952-1973

ARRANGEMENT: Alphabetical by bond type, thereunder chronological by payment date and numerical by bond number.

DESCRIPTION:

These are registers used to record the redemption of coupons for municipal bonds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1952 through 1973. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of how municipalities tracked payment of bonds in the mid-twentieth century.

RETENTION JUSTIFICATION:

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 11507

3

TITLE: Council minutes

DATES: 1909-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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: For records beginning in 1909 through 1991. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1991 and continuing to the present. Retain in Office permanently or until administrative need ends and then transfer to State Archives.

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

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

AGENCY: Centerfield (Utah)

SERIES: 11507

TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of matters discussed and decisions made by the council in governing Centerfield.

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 11586

3

TITLE: Financial records

DATES: 1909-1990.

ARRANGEMENT: Generally chronological by transaction date.

DESCRIPTION:

This report is a daily record of cash balances, receipts, and disbursements. This is a book from 1909 to 1920 and contains information on cash accounts, poll tax, business licenses, dog licenses, cemetery lots accounts, pound keepers accounts, fines, water rents, frontage tax on water, connection fee, and reopening accounts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1909 through 1920.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1909 through 1920.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the financial operation of town government in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 26386

1

TITLE: Incorporation papers

DATES: 1909.

ARRANGEMENT: Chronological by date

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

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.

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).

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 30577

3

TITLE: Justice Docket

DATES: 1976-1981, 1986-1988.

ARRANGEMENT: Chronological by complaint filing date.

DESCRIPTION:

This series contains a docket book used by the justice court for the city. The book contains pre-printed forms for recording information about cases heard by the court. The vast majority of cases handled by the justice court during this time period were traffic violations, especially speeding, but the court also heard a number of small claims cases. For violation cases the records typically note such information as the name of the justice of the peace, the defendant, the charge, arresting officer, and any fines imposed. Record of small claims cases include the name of the justice of the peace, parties in the case, nature of the complaint, and the outcome of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1976 through 1988. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The record in this series has permanent historical value as representative documentation of the changing role of justice courts in the state over time.

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 11509

3

TITLE: Ordinances

DATES: 1909-

ARRANGEMENT: Chronological by adoption date.

DESCRIPTION:

These books contain the legislative action of the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, 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 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.

Microfilm duplicate: 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 laws enacted by the council.

AGENCY: Centerfield (Utah)

SERIES: 11509

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Centerfield (Utah)

SERIES: 11508

3

TITLE: Sexton's Record

DATES: 1909-

ARRANGEMENT: Chronological by burial date.

DESCRIPTION:

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

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 or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as documentation of the identity and burial location of individuals buried in the cemetery.

AGENCY: Centerfield (Utah)

SERIES: 11508

TITLE: Sexton's Record

(continued)

PRIMARY DESIGNATION:

Public