

# Retention and Classification Report

**Agency:** Centerville (Utah) (184)

250 North Main  
Centerville, UT 84014  
801-295-3477

**Records Officer:** \_\_\_\_\_

29368	Budgets
30390	Cemetery records
84958	City Council minutes
29258	General plan
29015	Ordinances
29984	Publications

**AGENCY:** Centerville (Utah)

**SERIES:** 29368

3

**TITLE:** Budgets

**DATES:** 2009-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Centerville (Utah)

**SERIES:** 30390

3

**TITLE:** Cemetery records

**DATES:** 1898-

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains records kept by the sexton and by the city documenting the business of the cemetery. Included are a record of burials, a register of deaths, a ledger of cemetery board meeting minutes, and a financial ledger. The record of burials contains such information as the name, age, date of death, cause of death, cemetery plot, sex, marital status, physical description, ethnicity, occupation, last known residence, place of birth, and place of death of the deceased. The register of deaths contains similar information except does not typically note the cemetery plot. The record of board minutes is sparse and only contains minutes from early meetings, including the governing rules of the board and a handful of bookkeeping notes. The ledger tracks payments toward the cemetery's general fund and other cemetery finances by owners of plots.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the management of a city cemetery and genealogical value as documentation of deaths.

**AGENCY:** Centerville (Utah)

**SERIES:** 30390

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Centerville (Utah)

**SERIES:** 84958

4

**TITLE:** City Council minutes

**DATES:** i 1915-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**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: For records beginning in 1915 through 1977.  
Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the decisions of a governing body.

**REVIEW AND UPDATE STATUS:**

**AGENCY:** Centerville (Utah)

**SERIES:** 84958

**TITLE:** City Council minutes

(continued)

This report was reviewed and updated on 08/2016.

**AGENCY:** Centerville (Utah)

**SERIES:** 29258

1

**TITLE:** General plan

**DATES:** 1996-

**ARRANGEMENT:** none

**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:** Centerville (Utah)

**SERIES:** 29258

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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



**AGENCY:** Centerville (Utah)

**SERIES:** 29015

1

**TITLE:** Ordinances

**DATES:** 1915-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**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:**

Computer data files: 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 decisions and actions of the city council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Centerville (Utah)

**SERIES:** 29984

3

**TITLE:** Publications

**DATES:** 2013-2015

**ARRANGEMENT:** Chronological by publication date.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical values as a source of information about Centerville history, as well as documentation of the activities of the Landmarks Commission and the Whitaker Museum and the information they provided to the public.

**PRIMARY DESIGNATION:**

Public