Retention and Classification Report

Agency: Cedar Hills (Utah) (193)

3925 West Cedar Hills Drive
Cedar Hills, UT 84062
801-785-9668

Records Officer: _____

28736	Articles of Incorporation files
28755	Board of Adjustment minutes
29367	Budgets
23544	Building permit files
23543	Council minutes
30538	Executive correspondence
29257	General plan
28715	Ordinances
23545	Planning Commission minutes
23913	Real estate acquisition files
23794	Residential building plans
28734	Resolutions

AGENCY: Cedar Hills (Utah)

SERIES: 28736 1
TITLE: Articles of Incorporation files
DATES: 1977-
ARRANGEMENT: Reverse chronological by date of document.
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

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:

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Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1977 through 2013. 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 the incorporation of the Town of Cedar Hills, its transition to a city, and the expansion of the city limits over time.

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 28755 3
TITLE: Board of Adjustment minutes
DATES: 1986-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

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:

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Paper: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the function and business of the Board of Adjustment.

AGENCY: Cedar Hills (Utah)

SERIES: 28755
TITLE: Board of Adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 29367 3
TITLE: Budgets
DATES: 2005-
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: Cedar Hills (Utah)

SERIES: 23544 1
TITLE: Building permit files
DATES: 1977-
ARRANGEMENT: Numerical by permit number. Chronological by year, thereunder numerical by permit number since 1997
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

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.

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23543 3
TITLE: Council minutes
DATES: 1977-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Permanent. Retain for 7 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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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1977 through 2014. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Cedar Hills (Utah)

SERIES: 23543
TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the issues faced by the city and the decisions made and laws passed by the city council.

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 30538 3
TITLE: Executive correspondence
DATES: 1977-
ARRANGEMENT: Chronological
DESCRIPTION:

Incoming and outgoing business-related correspondence received by the Cedar Hills Mayor that provides information relating to the functions, policies, procedures or programs of the city. These records may document executive decisions made regarding city interests.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document executive decision making and day to day work of the Cedar Hills Mayor

AGENCY: Cedar Hills (Utah)

SERIES: 30538
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2023).

AGENCY: Cedar Hills (Utah)

SERIES: 29257 1
TITLE: General plan
DATES: 1995-
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: Cedar Hills (Utah)

SERIES: 29257
TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Cedar Hills (Utah)

SERIES: 28715 1
TITLE: Ordinances
DATES: 1977-
ARRANGEMENT: Numerical by ordinance number and chronological by adoption date.
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.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: 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 official actions taken and laws enacted by the city council.

AGENCY: Cedar Hills (Utah)

SERIES: 28715
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23545 3
TITLE: Planning Commission minutes
DATES: 1977-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfilm master: Retain in State Archives permanently with

AGENCY: Cedar Hills (Utah)

SERIES: 23545
TITLE: Planning Commission minutes

(continued)

authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the function and actions of the Planning Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Cedar Hills (Utah)

SERIES: 23913 3
TITLE: Real estate acquisition files
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records document the purchase of real property by the municipality. They include the contract, related correspondence and other documents from developers purchasing property.

RETENTION:

Retain for 7 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (8)(2001.

AGENCY: Cedar Hills (Utah)

SERIES: 23794 1
TITLE: Residential building plans
DATES: ca. 1992-
ARRANGEMENT: Chronological by year, thereunder, numerical by permit number.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address. This records series is indexed.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of construction and final inspection and then destroy.

APPRAISAL:

These records have administrative value(s).

The municipality has determined that they will maintain these records permanently as a courtesy to citizens.

AGENCY: Cedar Hills (Utah)

SERIES: 23794
TITLE: Residential building plans

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(36) (2008).

AGENCY: Cedar Hills (Utah)

SERIES: 28734 1
TITLE: Resolutions
DATES: 1977-
ARRANGEMENT: Chronological by adoption date and numerical by resolution number.
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

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:

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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 with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of formal decisions of the city council in directing basic operation of city government.

AGENCY: Cedar Hills (Utah)

SERIES: 28734
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public