Retention and Classification Report

Agency: Clarkston (Utah) (203)

Town Hall
50 South Main, P.O. Box 181
Clarkston, UT 84305
435-563-3353

Records Officer: _____

30339	*Administrative records
25238	Annual audit reports
30317	Bond records
25235	Cemetery records
25236	Council minutes
30338	*Financial records
30303	Land Use & Development Management Commission minutes
25237	Ordinances
30322	Public Works records
30312	Resolutions
30333	School registers

AGENCY: Clarkston (Utah)

SERIES: 30339 1
TITLE: Administrative records
DATES: 1933-1983.
ARRANGEMENT: None.
DESCRIPTION:

This series contains administrative records kept by the town of Clarkston. These are mostly miscellaneous records that were collected and saved individually over time and include records such as a list of veterans compiled for a Town Hall memorial project, some job applications from 1949, a handful of lease agreements from the 1950s, some photos and negatives of the town cemetery and surrounding area, quarantine placards used by the health department, correspondence, some petitions to enlarge corporate limits, an employment contract, some warranty deeds and easements , and a couple of oaths of office. Also included is assorted records related to the Utah State Road Commission including correspondence, reports, and receipts. The majority of the records are dated and except for a few handwritten notes and lists, are identifiable with regards to their purpose as created and used by the town.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of projects and the administration of the town.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 25238 3
TITLE: Annual audit reports
DATES: 1950-
ARRANGEMENT: Chronological by audit 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 Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Clarkston (Utah)

SERIES: 25238
TITLE: Annual audit reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30317 3
TITLE: Bond records
DATES: 1942-1967
ARRANGEMENT: Chronological by date of certificate.
DESCRIPTION:

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the governmental entity for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the legislative body (Utah Code 17-17-1 (2019))

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as representation of the financial management of the town.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 25235 3
TITLE: Cemetery records
DATES: 1891-
ARRANGEMENT: None.
DESCRIPTION:

The book and cards contain the location of all persons buried in the cemetery. They include the plat map, lot, grave location, name of person buried and names of parents and/spouse. The record book also contains the signatures of all those who attended the Martin Harris monument unvailing at the grave site in 1925. This event included President Heber J. Grant of the LDS church.

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 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 Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Clarkston (Utah)

SERIES: 25235
TITLE: Cemetery records

(continued)

APPRAISAL:

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

Records in this series are of permanent historical value as documentation of cemetery land and burials.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 25236 3
TITLE: Council minutes
DATES: 1901-1925, 1938-1941, 1986-2019
ARRANGEMENT: Chronological by meeting date.
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:

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 until administrative value has been met and then transfer to State Archives with authority to weed.

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 Office permanently.

AGENCY: Clarkston (Utah)

SERIES: 25236
TITLE: Council minutes

(continued)

APPRAISAL:

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

Records in this series are of permanent historical value as documentation of the decisions and actions of the town council.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30338 3
TITLE: Financial records
DATES: 1941-1984.
ARRANGEMENT: None.
DESCRIPTION:

This series contains miscellaneous financial records kept by the town of Clarkston. These records include: a revenue sharing report; a handful of budgets; town levies; lists of assessed valuations; a single collection letter; a First National Banks savings log; statements for general, irrigation, and delinquent taxes; lists of assessments and collections; some receipts and disbursement logs; and a small number of audits. Many of these records are the town copy of information compiled and kept by the Cache County auditor.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of the financial management of the town.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30303 3
TITLE: Land Use & Development Management Commission minutes
DATES: 1997-2015
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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of land use and development.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 25237 3
TITLE: Ordinances
DATES: 1908-
ARRANGEMENT: Chronological by date ordinance introduced thereunder numerical by ordinance number

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 authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

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 Office permanently.

AGENCY: Clarkston (Utah)

SERIES: 25237
TITLE: Ordinances

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30322 3
TITLE: Public Works records
DATES: 1910-1970
ARRANGEMENT: Chronological by year of project.
DESCRIPTION:

This series contains a variety of records related to public works projects carried out by the town of Clarkston. The records largely focus on two projects, one in 1939 and one in 1963, both related to the town's waterworks. The 1939 project was funded by a grant from the Public Works Administration. These records include such documents as applications for grant funding, telegrams between the town and the federal government, bank statements and correspondence regarding loans, engineering reports, bacteriological reports, correspondence with waterworks equipment companies, easements and agreements between the town of Clarkston and residents on water usage and water rights, correspondence with various state departments including the State Department of Health, and bidsheets for equipment. Of note are a series of correspondence between the town council and the staff of Senator Elbert Thomas and Congressman Abe Murdock regarding their respective discussions of Clarkston's project on the Senate and House floors during debate on the future of the PWA's funding. Documents related to this project date from the early 1930s prior to the project's start into the late 1940s, when finances relating to the project were still in the process of being settled. The second set of records focusing on the 1963 project relate to another federally funded project, this time for the improvement of the waterworks. These records consist of such material as correspondence with engineering companies and various state departments, correspondence with lawyers, project specifications and contracts, water rent agreements, bacteriological reports, town council minutes, and ordinances and resolutions related to the project. This series also contains a small amount of miscellaneous records related to public works projects, including correspondence with state housing authorities, various reports, and correspondence with legal authorities, state and federal governmental agencies, engineering companies, and town officials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

AGENCY: Clarkston (Utah)

SERIES: 30322
TITLE: Public Works records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of public works construction and improvement projects.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30312 3
TITLE: Resolutions
DATES: 1987-2019
ARRANGEMENT: Chronological by date approved.
DESCRIPTION:

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met 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).

Records in this series are of permanent historical value as representation of the decisions and administrative powers of the local government.

PRIMARY DESIGNATION:

Public

AGENCY: Clarkston (Utah)

SERIES: 30333 3
TITLE: School registers
DATES: 1915-1935
ARRANGEMENT: Chronological by school year, alphabetical by student surname.
DESCRIPTION:

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance. These records document students ' academic performance.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of school administration and teaching, as well as a genealogical resource.

PRIMARY DESIGNATION:

Public — Records of minors are public 100 years after creation per Utah Code 63G-2-310

SECONDARY DESIGNATION(S):

Private. — Education records are private per Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)