

# Retention and Classification Report

**Agency:** Coalville (Utah) (215)

10 North Main Street  
P.O. Box 188  
Coalville, UT 84017  
435 336-5981

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

29262      General plan  
24434      \*Tax assessment book

**AGENCY:** Coalville (Utah)

**SERIES:** 29262

**TITLE:** General plan

**DATES:** 2012-

**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:** Coalville (Utah)

**SERIES:** 29262

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Coalville (Utah)

**SERIES:** 24434

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**TITLE:** Tax assessment book

**DATES:** 1890-1891.

**ARRANGEMENT:** Chronological, thereunder alphabetical by property owner's name.

**DESCRIPTION:**

This book records the assessment of real and personal property. They are used for taxing purposes by which the city assessors assess and collect property taxes within municipal boundaries. Each volume contains information such as: name of person; description of real estate; lot number; block number; letter of plat; value of real estate; value of livestock; value of vehicles; value of merchandise; value of stock with national banks; value of merchandise; value of stock with national banks; value of personal property; total value and amount of tax assessed; amount remitted or abated by Board of Equalization; and amount of payment. In 1892, the County Assessor assumed the responsibility of assessing the taxes for municipal property.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to Archives. Retain in Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Coalville (Utah)

**SERIES:** 24434

**TITLE:** Tax assessment book

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**PRIMARY DESIGNATION:**

Public