Retention and Classification Report

Agency: Castle Dale (Utah) (250)

City Hall
65 East 1st North, P.O. Box 728
Castle Dale, UT 84513
435-381-2115

Records Officer: _____

25606	Audit reports
25608	Cemetery records
22255	Council minutes
25611	Incorporation records
25609	Ordinances and resolutions
31291	Special Improvement Tax Record
31291	Special Improvement Tax Record

AGENCY: Castle Dale (Utah)

SERIES: 25606 3
TITLE: Audit reports
DATES: 1978-
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 Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Castle Dale (Utah)

SERIES: 25606
TITLE: Audit reports

(continued)

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: Castle Dale (Utah)

SERIES: 25608 3
TITLE: Cemetery records
DATES: 1886-
ARRANGEMENT: Generally alphabetical by name.
DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. 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 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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of burials in the cemetery and of cemetery operation.

AGENCY: Castle Dale (Utah)

SERIES: 25608
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Castle Dale (Utah)

SERIES: 22255 3
TITLE: Council minutes
DATES: 1900-
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 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.

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

AGENCY: Castle Dale (Utah)

SERIES: 22255
TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the business handled and decisions made by the city council.

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Castle Dale (Utah)

SERIES: 25611 1
TITLE: Incorporation records
DATES: 1900, 1920
ARRANGEMENT: Chronological by petition 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:

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Castle Dale (Utah)

SERIES: 25609 1
TITLE: Ordinances and resolutions
DATES: 1911-
ARRANGEMENT: Chronological by year
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:

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RETENTION AND DISPOSITION AUTHORIZATION:

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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.

AGENCY: Castle Dale (Utah)

SERIES: 25609
TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Castle Dale (Utah)

SERIES: 31291 1
TITLE: Special Improvement Tax Record
DATES: ca. 1924-1928
ARRANGEMENT: Alphanumerical by plat, block, and lot number of assessed property.
DESCRIPTION:

This series contains a book used to record assessments made to property owners for installation of sidewalks along their property.

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.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of early infrastructure projects in the city.

PRIMARY DESIGNATION:

Public

AGENCY: Castle Dale (Utah)

SERIES: 25610 1
TITLE: Zoning ordinances
DATES: 1985-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION:

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AGENCY: Castle Dale (Utah)

SERIES: 25610
TITLE: Zoning ordinances

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public