

## 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:** \_\_\_\_\_

30389	*Administrative records
25606	Audit reports
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30389	*Administrative records

**AGENCY:** Castle Dale (Utah)

**SERIES:** 30389

1

**TITLE:** Administrative records

**DATES:** 1909-1978.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains various administrative records held by Castle Dale documenting an assortment of activities carried out by the city. Included are several folders of class lecture notes, exams, and assignments from a correspondence course taken by two of the city's teachers, Lyman Larsen and Myrtle Call Larsen. The correspondence course was directed by the University of Utah Extension Program and covered topics such as sociology, health, and pedagogy. Also included are: a statement of warrants for a county tax assessment; a collection of financial records related to jury duty payments; a telegram authorizing the mayor to approve a construction contract; a copy of council minutes discussing water bonds and city improvements; a water system blueprint and a design document for system improvements; a newspaper article about city bonds; a phone bill; a letter asking the county for support in throwing a celebration for drafted World War I GIs; papers documenting taxes owed by businesses; invoices and purchase orders; city power bills; a brand book published by the state; a work log documenting water plan maintenance; correspondence offering services related to bonds; and a feasibility study on water bond use.

**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 the administration of the city.

**AGENCY:** Castle Dale (Utah)  
**SERIES:** 30389  
**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**  
Public

**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:** 29083

3

**TITLE:** Financial ledgers

**DATES:** 1904-1917; 1949-1950.

**ARRANGEMENT:** Chronological by receipt or payment date.

**DESCRIPTION:**

This series contains 2 financial ledgers keeping a record of receipts and disbursements from the city of Castle Dale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: 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 financial operations of Castle Dale Town and City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Castle Dale (Utah)

**SERIES:** 25611

1

**TITLE:** Incorporation papers

**DATES:** 1917.

**ARRANGEMENT:** Chronological by year

**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:**

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**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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**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:** 28983

3

**TITLE:** Record of Estrays

**DATES:** 1900-1915.

**ARRANGEMENT:** Generally chronological by date animal was taken in by officials.

**DESCRIPTION:**

These records are created during the conduct of animal control and shelter programs. Records include biting incidents, licenses, euthanasia, adoptions, investigations, citations, complaints and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of how municipalities managed the issue of stray animals.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Castle Dale (Utah)

**SERIES:** 29063

3

**TITLE:** Utility payment record books

**DATES:** 1953-1954.

**ARRANGEMENT:** Alphabetical by customer name.

**DESCRIPTION:**

This series contains records of public utility customer accounts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of the operation of municipal utilities.

**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:**

Retain permanently

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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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