

## Retention and Classification Report

**Agency:** Elsinore (Utah) (335)

35 West Main  
P.O. Box 408  
Elsinore, UT 84724  
435-527-3306

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

84971      City Council minutes

**AGENCY:** Elsinore (Utah)

**SERIES:** 84971

4

**TITLE:** City Council minutes

**DATES:** i 1892-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1892 through 1974. Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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