

# Retention and Classification Report

**Agency:** Enoch (Utah) (348)

Enoch City Office  
900 East Midvalley Road  
Enoch, UT 84720  
435-586-1119

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

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**AGENCY:** Enoch (Utah)

**SERIES:** 28608

1

**TITLE:** Annexation records

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by owner's name

**DESCRIPTION:**

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the annexation of private property into municipal boundaries. Information may include correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records of annexations documents have historical value because they document the growth of municipal boundaries.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23606

**TITLE:** Annual audits

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**AGENCY:** Enoch (Utah)

**SERIES:** 23606

**TITLE:** Annual audits

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 29377

3

**TITLE:** Budgets

**DATES:** 2016-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Enoch (Utah)

**SERIES:** 23605

4

**TITLE:** City Council meeting minutes

**DATES:** 1973-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records support the agency's function to establish city ordinances, approve board members of municipal commissions, and to execute all other assigned responsibilities in an open and efficient manner (Enoch Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

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:**

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Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

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

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1973 through 2000.

**AGENCY:** Enoch (Utah)

**SERIES:** 23605

**TITLE:** City Council meeting minutes

(continued)

Retain in Office permanently.

**APPRAISAL:**

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

These records are of historical interest as they document the decision and actions of a municipal government.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 23604

4

**TITLE:** Codified ordinances

**DATES:** 1980-

**ARRANGEMENT:** Numerical by title, chapter, and part numbers.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 (1977). 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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in Office permanently.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Codified ordinances contain the complete simplified code of all general or permanent city ordinances.



**AGENCY:** Enoch (Utah)

**SERIES:** 23604

**TITLE:** Codified ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 29268

1

**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:** Enoch (Utah)

**SERIES:** 29268

**TITLE:** General plan

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

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

**AGENCY:** Enoch (Utah)

**SERIES:** 23611

4

**TITLE:** Land Use Authority meeting minutes

**DATES:** 1982-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the Land Use Appeal Authority's function to hear petitions for land use variances, interpret Housing Code, and hear appeals for historic preservation decisions (Enoch Municipal Code 12-124 (2014), 9-655 (2009), 15-119 (2015)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

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 for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfilm duplicate: Retain in State Records Center permanently.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1994 through 2001.

**AGENCY:** Enoch (Utah)

**SERIES:** 23611

**TITLE:** Land Use Authority meeting minutes

(continued)

Retain in Office permanently.

**APPRAISAL:**

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

These records are of historical value as they document the decisions of a public body.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28604

1

**TITLE:** Ordinances and resolutions

**DATES:** 1968-

**ARRANGEMENT:** Chronological by date of passage and alphanumerical by corresponding ordinance or resolution 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 (1977). 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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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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.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the operation of city government and the formal actions taken by the city council.

**AGENCY:** Enoch (Utah)

**SERIES:** 28604

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23610

3

**TITLE:** Planning Commission meeting minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the Planning Commission's function to act as an advisory board to the agency for land use issues (Enoch Code 12-114 (1992)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed as the meeting. 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 includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-28-2020

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

Computer data files: Retain in Office for 10 years and then



**AGENCY:** Enoch (Utah)

**SERIES:** 23610

**TITLE:** Planning Commission meeting minutes

(continued)

transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

These records have historical value as they document the function and work of the Planning Commission and the development of Enoch.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28609

1

**TITLE:** Subdivision records-major lot and minor lot

**DATES:** 1990-

**ARRANGEMENT:** Alphabetically by name of subdivision

**DESCRIPTION:**

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the developmental history of the municipality through through the subdivision of its lands. A subdivision file consists of plats, agency recommendations, and city council ordinances. The final plat is filed with the county recorder.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

These records have historical value because they document the creation and history of subdivisions in the municipality. These records also document legal ownership of subdivided lands.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28610

3

**TITLE:** Water Board meeting minutes

**DATES:** 2003-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These records support the Water Board's function to act as an advisory board to the agency for water system development (Enoch Code 14-170 (2011)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have historical value as they document the function and work of the Water Board and the development of Enoch City's water system.

**AGENCY:** Enoch (Utah)

**SERIES:** 28610

**TITLE:** Water Board meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 30385

1

**TITLE:** Zoning and land use applications

**DATES:** 1990-2000

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains applications related to zoning and land use that were submitted to the Planning Commission for consideration. The Commission reviewed the applications and then discussed and approved or denied the proposals at each meeting. The majority of these records are conditional use permit applications requesting property be grandfathered into new regulations related to multi-family dwellings, and zone change permits. Applications typically include the name of the applicant as well as the date and a summary of the request. Some applications also contain supplemental material, including plat maps or engineering reports.

**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).

The records in this series are of permanent historical value as documentation of land use.

**PRIMARY DESIGNATION:**

Public