

Retention and Classification Report

Agency: Enterprise (Utah) (349)

PO Box 340
375 South 200 East
Enterprise, UT 84725
435 878-2221

Records Officer: _____

24598	Annual audit reports
24599	Cemetery records
11901	Council minutes
16377	Customer application records
16379	General correspondence (Power Department)
16380	General correspondence (Water Department)
16378	Personnel files
24596	Revised ordinances

AGENCY: Enterprise (Utah)

SERIES: 24598

3

TITLE: Annual audit reports

DATES: 1970-

ARRANGEMENT: Chronological

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 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.

AGENCY: Enterprise (Utah)

SERIES: 24598

TITLE: Annual audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 24599

3

TITLE: Cemetery records

DATES: 1903-

ARRANGEMENT: Alphabetical by surname.

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:

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 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.

APPRAISAL:

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

These records have historical and administrative value as documentation of the burial of individuals.

AGENCY: Enterprise (Utah)

SERIES: 24599

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 11901

3

TITLE: Council minutes

DATES: 1914-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

AGENCY: Enterprise (Utah)

SERIES: 11901

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Enterprise (Utah)

SERIES: 16377

1

TITLE: Customer application records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. They include customer's name, address, and phone number; meter information, date and approval signature(s).

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after account closed and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. Customer name, address and length of service

AGENCY: Enterprise (Utah)

SERIES: 16379

3

TITLE: General correspondence (Power Department)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2)(a), (3), (7), (8) Documents regarding system purchases, sales or acquisition

AGENCY: Enterprise (Utah)

SERIES: 16380

3

TITLE: General correspondence (Water Department)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(2)(a), (3), (7), (8) Documents regarding system purchases or acquisitions

AGENCY: Enterprise (Utah)

SERIES: 16378

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Private

UCA 63G-2-302

AGENCY: Enterprise (Utah)

SERIES: 16378

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Public. Name, position, salary range, length of public employment

Controlled. UCA 63G-2-304(1) Drug and alcohol testing information

AGENCY: Enterprise (Utah)

SERIES: 24596

1

TITLE: Revised ordinances

DATES: 1923-

ARRANGEMENT: Chronological by chapter and section

DESCRIPTION:

These books (revised ordinances 1923-1948, 1950, 1089-2002) 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:

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 after being microfilmed.

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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: Enterprise (Utah)
SERIES: 24596
TITLE: Revised ordinances

(continued)

PRIMARY DESIGNATION:

Public