

## Retention and Classification Report

**Agency:** Eureka (Utah) (365)

City Hall  
P.O. Box 156  
Eureka, UT 84628  
435 433-6915

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

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85040	*Audit reports
29379	Budgets
85131	*Cash books
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**AGENCY:** Eureka (Utah)

**SERIES:** 85096

4

**TITLE:** Accounts payable

**DATES:** i 1906-1934.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Eureka (Utah)

**SERIES:** 85040

4

**TITLE:** Audit reports

**DATES:** i 1930-1931.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Financial records for each city office are audited annually as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1930 through 1931.  
Retain in State Archives permanently.

**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:** Eureka (Utah)

**SERIES:** 29379

3

**TITLE:** Budgets

**DATES:** 2014-

**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:** Eureka (Utah)

**SERIES:** 85131

4

**TITLE:** Cash books

**DATES:** i 1893-1949.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Volumes that record cash payments received by the city treasurer to record cash flow for the office. Information includes date, payee, fees, purpose for payment, and amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1893 through 1949.  
Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Eureka (Utah)

**SERIES:** 28277

1

**TITLE:** Cemetery burial card files

**DATES:** ca. 1895-2010.

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains 4" x 6" pre-printed index cards. The cards are used to document the individuals buried in the cemetery. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently.

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 identity and location of burials in the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Eureka (Utah)

**SERIES:** 85014

3

**TITLE:** City Council minutes

**DATES:** i 1893-

**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 52-4-203 (2) (2009).

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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.

**AGENCY:** Eureka (Utah)

**SERIES:** 85014

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the items handle and the actions taken by the City Council.

**PRIMARY DESIGNATION:**

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



**AGENCY:** Eureka (Utah)

**SERIES:** 85157

3

**TITLE:** Drawings and diagrams

**DATES:** undated

**ARRANGEMENT:** Alphabetical by project of name.

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction; sidewalks; storm drains; waterlines; reservoirs; public facilities; and other city building projects. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Eureka (Utah)

**SERIES:** 85138

4

**TITLE:** Estray pound records

**DATES:** undated

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

A record book which registers all dogs caught and boarded with the pound. Information includes number of dogs killed by the pound, notices from Board of Health, dogs purchased, and catching records.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Eureka (Utah)

**SERIES:** 85140

4

**TITLE:** Journals

**DATES:** i 1923-1925.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These journals record details of daily receipts and expenditures such as depositor, payment amount, date, payee, purpose of payment, fund credited or debited, and check number. The journals are used to provide another source of documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives permanently and then destroy.

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

**APPRAISAL:**

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

These records have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**AGENCY:** Eureka (Utah)

**SERIES:** 13117

3

**TITLE:** Justice Court civil dockets

**DATES:** 1903-1937.

**ARRANGEMENT:** Generally chronological by date of complaint filing.

**DESCRIPTION:**

These justice dockets document civil cases heard by the justice of the peace. The dockets are books of pre-printed forms that provide space to records such information about each case as the name of the justice hearing the case, names of the plaintiff and defendant, a description of the complaint, date heard, a summary of the case, along with the decision and any penalty imposed, and the signature of the justice of peace.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as an unusually intact span of justice court records that serve as an example documenting the function and activity of justice courts in Eureka and throughout the state in the first half of the twentieth century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Eureka (Utah)

**SERIES:** 13118

3

**TITLE:** Justice Court criminal dockets

**DATES:** 1898-1942.

**ARRANGEMENT:** Generally chronological by date of complaint filing.

**DESCRIPTION:**

These justice dockets document misdemeanor criminal cases and heard by the justice of the peace. The dockets are books of pre-printed forms that provide space to records such information about each case as the name of the justice hearing the case, names of the plaintiff and defendant, a description of the complaint, date heard, a summary of the case, along with the decision and any penalty imposed, and the signature of the justice of peace.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Eureka (Utah)

**SERIES:** 85097

4

**TITLE:** License fee books

**DATES:** i 1896-1898; 1920-1943.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This volume records the payment of a fee required to license a business within the city. Each entry records the date and the name of the company.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1896 through 1898.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1920 through 1943.  
Retain in State Archives permanently.

**AGENCY:** Eureka (Utah)

**SERIES:** 84865

3

**TITLE:** Ordinances and resolutions

**DATES:** i 1893-

**ARRANGEMENT:** Chronological by by adoption date.

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: 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 formal actions taken by the city council.

**AGENCY:** Eureka (Utah)

**SERIES:** 84865

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Eureka (Utah)

**SERIES:** 84900

4

**TITLE:** Personnel files

**DATES:** s 1932.

**ARRANGEMENT:** Alphabetical according to employee's last name

**DESCRIPTION:**

A file maintained by the city personnel office is created for each employee upon hire. The file is retained and updated throughout the term of employment. Files may contain a W4; employment applications; requests for employment from Job Service; action notices for hire or termination; any correspondence between employee and employer regarding employment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1932 through 1932.  
Retain in Office for 58 years and then destroy.

Microfilm master: For records beginning in 1932 through 1932.  
Retain in State Records Center for 58 years and then destroy.

Microfilm duplicate: For records beginning in 1932 through 1932.  
Retain in State Records Center for 58 years and then destroy.

**AGENCY:** Eureka (Utah)

**SERIES:** 84937

3

**TITLE:** Revised Ordinances

**DATES:** 1920-

**ARRANGEMENT:** Numerical by chapter and section numbers.

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

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

**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:** Eureka (Utah)

**SERIES:** 84937

**TITLE:** Revised Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Eureka (Utah)

**SERIES:** 13123

3

**TITLE:** School superintendent census list of children

**DATES:** 1880-1898.

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Eureka (Utah)

**SERIES:** 13124

3

**TITLE:** School superintendent private store grocery accounts

**DATES:** 1900.

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Eureka (Utah)

**SERIES:** 13125

3

**TITLE:** Small claims court records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Eureka (Utah)

**SERIES:** 84831

3

**TITLE:** Tax assessment rolls

**DATES:** i 1898-1901.

**ARRANGEMENT:** Numerical by book number, thereunder alphabetical by name

**DESCRIPTION:**

These volumes record the assessment of real and personal property. They are used for taxing purposed by which the city assessors assess and collect property taxes within municipal boundaries. Each volume contains information such as: name of person; description of real estate; lot number; block number; letter of plat; value of real estate; value of livestock; value of vehicles; value of merchandise; value of stock with national banks; value of merchandise; value of stock with national banks; value of personal property; total value and amount of tax assessed; amount remitted or abated by Board of Equalization; and amount of payment. In 1892, the County Assessor assumed the responsibility of assessing the taxes for municipal property.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1898 through 1901.  
Retain in State Archives permanently.

Microfilm master: For records beginning in 1898 through 1901.  
Retain in State Archives permanently.

**AGENCY:** Eureka (Utah)

**SERIES:** 84890

4

**TITLE:** Warrant register

**DATES:** i 1906-1949.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This register is a numerical listing of checks or warrants issued by each department within the office. Information includes vendor number, name, date of payment, invoice number (or purchase number), account debit, description of expenditure, amount of check, and authorizing signatures. This register documents the payment of any bills or other expenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 7 years and then destroy.



**AGENCY:** Eureka (Utah)

**SERIES:** 85145

4

**TITLE:** Water books

**DATES:** i 1904-1940.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These registers record the payment of city water fees and includes the owners address, amount charged (including tax), and amount of payment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1904 through 1940.  
Retain in State Archives permanently.

**AGENCY:** Eureka (Utah)

**SERIES:** 28664

3

**TITLE:** Water receipt books

**DATES:** 1921-1938.

**ARRANGEMENT:** Chronological by receipt date.

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**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 is deemed to have some historical value as documentation of the operation of a public utility. In some cases the information located in these records duplicates the information found in series 85145.

**PRIMARY DESIGNATION:**

Public