

## Retention and Classification Report

**Agency:** Garden City (Utah) (420)

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Garden City, UT 84028  
435-946-2901

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

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**AGENCY:** Garden City (Utah)

**SERIES:** 22389

3

**TITLE:** Audit reports

**DATES:** 1956-

**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:**

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.

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**AGENCY:** Garden City (Utah)

**SERIES:** 22389

**TITLE:** Audit reports

(continued)

authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal 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 UCA 51-2-3(3) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.

**AGENCY:** Garden City (Utah)

**SERIES:** 22385

3

**TITLE:** Board of adjustment minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**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.

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**AGENCY:** Garden City (Utah)

**SERIES:** 22385

**TITLE:** Board of adjustment minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 11264

1

**TITLE:** Council minutes

**DATES:** 1955-

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 22391

3

**TITLE:** Council minutes

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**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:**

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**AGENCY:** Garden City (Utah)

**SERIES:** 22391

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Garden City (Utah)

**SERIES:** 11265

3

**TITLE:** Election returns

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are books of tabulations counted by the election judges.  
They serve as the official tally of votes for municipal elections.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Municipal election ballots and returns, GRS-1020.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 22387

1

**TITLE:** Garden city charter

**DATES:** 1934

**ARRANGEMENT:** Chronological

**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:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 29276

1

**TITLE:** General plan

**DATES:** 2014-

**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:** Garden City (Utah)

**SERIES:** 29276

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Garden City (Utah)

**SERIES:** 22390

1

**TITLE:** Ordinances

**DATES:** 1946-

**ARRANGEMENT:** numerical

**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:**

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**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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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:** Garden City (Utah)

**SERIES:** 22390

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Garden City (Utah)

**SERIES:** 11267

3

**TITLE:** Personnel files

**DATES:** 1955-

**ARRANGEMENT:** Alphabetical

**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).

**AGENCY:** Garden City (Utah)

**SERIES:** 22388

3

**TITLE:** Planning and zoning commission minutes

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-28-2020

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**AGENCY:** Garden City (Utah)

**SERIES:** 22388

**TITLE:** Planning and zoning commission minutes

(continued)

authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 22384

3

**TITLE:** Redevelopment agency minutes

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AGENCY:** Garden City (Utah)

**SERIES:** 22384

**TITLE:** Redevelopment agency minutes

(continued)

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Garden City (Utah)

**SERIES:** 22386

1

**TITLE:** Resolutions

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Garden City (Utah)

**SERIES:** 22386

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Garden City (Utah)

**SERIES:** 11268

1

**TITLE:** Training records

**DATES:** 1955-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

Teaching aids: One copy of each manual, syllabus, textbook, and other training aids developed by the agency.

**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.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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