

Retention and Classification Report

Agency: Heber City (Utah) (480)

75 North Main Street
Heber City, UT 84032
435 654-0757

Records Officer: _____

| | |
|-------|---|
| 29834 | *Administrative records |
| 29380 | Budgets |
| 28329 | *Cemetery burial index |
| 28370 | *Cemetery deed register |
| 30256 | Cemetery deeds |
| 28337 | *Cemetery interment registers |
| 28364 | *Cemetery lot card files |
| 28348 | *Cemetery lot owners list |
| 28331 | *Cemetery lot records |
| 30255 | *Cemetery receipts |
| 30539 | *Claims |
| 29790 | Council meeting materials |
| 29957 | *Council meeting minutes index cards |
| 28378 | Council minutes |
| 29824 | *Estray notices |
| 29830 | *Financial records |
| 30610 | Fire Department Board minutes and materials |
| 30611 | *Fire Department administrative records |
| 29279 | General plan |
| 30529 | *Historical election materials records |
| 29837 | *Justice court records |
| 30616 | *Miscellaneous agreements |
| 30534 | *Municipal bonds sampling |
| 29760 | Municipal code |
| 29024 | Ordinances |
| 29777 | Planning commission meeting minutes |
| 29843 | Primary election ballots and materials |
| 29762 | *Proof of publication of ordinances |
| 29764 | Public utilities payment records |
| 29819 | *Record of liens |
| 30617 | Resolutions |

| | |
|-------|------------------------------|
| 30533 | *Sewer connection agreements |
| 30250 | *Sexton's Reports |
| 29838 | *Survey record |

AGENCY: Heber City (Utah)

SERIES: 29834

3

TITLE: Administrative records

DATES: 1896-1933.

ARRANGEMENT: Reverse chronological order by date of creation.

DESCRIPTION:

This series contains miscellaneous administrative papers including liquor licenses, receipts, notes and correspondence, and publication notices for the local newspaper. These records were kept by the city's administrative staff and filed in a general notebook. Receipts for publication of notices in the Wasatch Wave, Wasatch County's local newspaper, include such information as the scheduled or past date of publication as well as a brief note regarding the type of notice published. Receipts in this series are generally for good and merchandise purchased by the city and include such information as the store from which the city purchased the goods, the amounts, and the dates. Liquor license applications are interspersed throughout this collection and include such information as the name of the person or business applying for the license and the date of application. General notes and correspondence range from IOUs to death notices of Heber residents to requests from residents to build additions to their properties.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

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 historical value(s).

Records in this series are of permanent historical value as representation of the general administration of town business in Utah at the turn of the century.

AGENCY: Heber City (Utah)

SERIES: 29834

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29380

3

TITLE: Budgets

DATES: 2011-

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: Heber City (Utah)

SERIES: 28329

3

TITLE: Cemetery burial index

DATES: 1859-2011.

ARRANGEMENT: Alphabetical by name of the deceased.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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:

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: Heber City (Utah)

SERIES: 28370

3

TITLE: Cemetery deed register

DATES: 1915-1994.

ARRANGEMENT: Chronological by date of deed.

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

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 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.

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 ownership of lots in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30256

3

TITLE: Cemetery deeds

DATES: 1915-1986

ARRANGEMENT: Chronological by date issued.

DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

RETENTION:

Retain permanently

DISPOSITION:

May 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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of lot ownership and burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28337

1

TITLE: Cemetery interment registers

DATES: 1859-2011.

ARRANGEMENT: Chronological by death date.

DESCRIPTION:

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 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 identity and location of burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28364

3

TITLE: Cemetery lot card files

DATES: 1859-1977.

ARRANGEMENT: Alphabetical by block and thereunder numerical by lot number for Block A and alphabetical by owner name for Blocks B-D.

DESCRIPTION:

This series contains lot maps for the cemetery showing the layout of the lots along with the location and identity of burials.

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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 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.

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 the identity and location of burials in the cemetery and the ownership of cemetery lots.

AGENCY: Heber City (Utah)

SERIES: 28364

TITLE: Cemetery lot card files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28348

3

TITLE: Cemetery lot owners list

DATES: 1915.

ARRANGEMENT: Numerical by lot number.

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.

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 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:

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of cemetery operations and the ownership of cemetery lots.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28331

3

TITLE: Cemetery lot records

DATES: 1859-2010.

ARRANGEMENT: Alphabetical by owner name.

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. 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 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:

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of lot ownership and the location and identity of burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28331

TITLE: Cemetery lot records

(continued)

SECONDARY DESIGNATION(S):

Exempt.

This series contains occasional copies of death certificates, which are restricted for 50 years in accordance with the provisions of Utah Code 26-2-22.

AGENCY: Heber City (Utah)

SERIES: 30255

3

TITLE: Cemetery receipts

DATES: 1915-1957.

ARRANGEMENT: Chronological by date of receipt.

DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of burials, lot ownership, and cemetery business.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30539

3

TITLE: Claims

DATES: 1936-1937, 1948.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains records of claims submitted by individuals to Heber City to request payment for services rendered to the city. Records include name of individual submitting claim, date filed, amount requested, account funds were distributed from, and an itemized list of services rendered. Series may include receipts featuring local businesses that were submitted with the claims for reimbursement. A series of claims from 1948 include reimbursements for the supplies used in the building of the Heber City Memorial Building.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document the administrative process used in the late 1930s for the disbursement of city finances.

AGENCY: Heber City (Utah)

SERIES: 30539

TITLE: Claims

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Heber City (Utah)

SERIES: 29790

3

TITLE: Council meeting materials

DATES: 1994-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

This series contains the meeting materials presented to the Heber City Council members in preparation for council meetings. Records include all materials used in preparation for meeting and can include the following; agendas, notices and any public materials distributed to the board members, and any materials required by Utah Code 52-4-203(2)(a)(2018).

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 2 years 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).

These records have research value by providing context for the minutes of the city council.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2)(3)(4)(5)(2019.)

AGENCY: Heber City (Utah)

SERIES: 29957

3

TITLE: Council meeting minutes index cards

DATES: 1952-1997.

ARRANGEMENT: Alphabetical by topic.

DESCRIPTION:

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 State Archives permanently with authority to weed.

Microfilm master: 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 an access tool to understanding the city council minutes they are paired with.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 28378

3

TITLE: Council minutes

DATES: 1889-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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:

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:

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.

M-Disc: Retain in State Archives permanently with authority to

AGENCY: Heber City (Utah)

SERIES: 28378

TITLE: Council minutes

(continued)

weed.

APPRAISAL:

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

This series has permanent historical and legal value as documentation of the operation and actions of the city council.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29824

1

TITLE: Estray notices

DATES: 1923-1952.

ARRANGEMENT: Chronological by date notice.

DESCRIPTION:

This series contains loose estray notices and bills of sale for estray animals, and a log book recording estray animals cared for by the city after being found. The records were created and kept by the city poundkeeper and contain such information as description of the animal, location and date it was found, where the animal was taken, any brands or identifying marks on the animal, the charges accrued for feeding and other incidentals while the animal was in the care of the city, and the amount paid for its recovery or sale.

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 value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are of permanent historical value as representation of city management of stray animals.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29830

1

TITLE: Financial records

DATES: 1932-1969.

ARRANGEMENT: Chronological by date of receipt

DESCRIPTION:

This series contains financial records kept by the city. These records primarily relate to the documentation and management of the city's budget; the tracking of checks, claims, and accounts paid by the city; and receipts kept documenting the city's financial business.

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 value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the management of a city's budget.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30611

3

TITLE: Fire Department administrative records

DATES: 1930-1980.

ARRANGEMENT: Chronological

DESCRIPTION:

The records document various projects taken on by the Heber City Fire Department over the years, including the purchase of a fire truck in 1930.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Documents the administrative evolution of the Heber City Fire Department.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Heber City (Utah)

SERIES: 30610

3

TITLE: Fire Department Board minutes and materials

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

Series contains minutes and materials from the board of directors of the Heber City Fire Department, and contains meeting agendas, discussions, votes and resolutions of the board.

RETENTION:

Retain permanently

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 until administrative need is met and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Heber City (Utah)

SERIES: 29279

1

TITLE: General plan

DATES: 2010-

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: Heber City (Utah)

SERIES: 29279

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Heber City (Utah)

SERIES: 30529

3

TITLE: Historical election materials records

DATES: 1931, 1975, 1981, 1985.

ARRANGEMENT: Chronological by election year.

DESCRIPTION:

This series contains a sampling of records related to managing and conducting municipal elections. Series includes election returns, election management instructions, absentee voter registers, oaths of election judges, statements of candidacy, ballot printing requests and receipts, and election administration correspondence. Most of the materials relate to the elections of 1975, 1981 and 1983.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

These records have a legal retention of 22 months, but are being kept as a sample of records created during the course of managing a municipal election. Records relate to a paper-based election process that has been largely replaced by electronic voting machines and vote-by-mail.

AGENCY: Heber City (Utah)

SERIES: 30529

TITLE: Historical election materials records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-310 (2008). Records made public after 75 years.
Private. Utah Code 63G-2-302(1)(j)(2023). that part of a voter registration record
identifying a voter's: driver license or identification card number; SSN, or last
four digits of the social security

AGENCY: Heber City (Utah)

SERIES: 29837

1

TITLE: Justice court records

DATES: 1899-1928.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series contains justice court records kept by the local justice court in Heber City. The court heard cases involving small claims and minor criminal infractions such as battery and larceny. This series contains a folder of loose justice court records and a court docket. The loose records include such records as a warrant of arrest, a claim, a demurer, and correspondence. The docket contains written summaries of each case heard in the justice court as well as marriages performed by the justice of the peace. Records of each case contain such information as the complaint, the plea, any actions taken in the case, the judgment, and notes regarding any legal fees owed to the court or fines imposed by the court. The names of plaintiffs and defendants were recorded as well as their place of residence, usually throughout Wasatch County with some from neighboring Summit County. Also included are the dates each case was brought before the case and the names of the justices of the peace. The entries recording marriages include the names of the involved parties, their places of residence, names of witnesses, and the dates of the marriages.

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 value has been met and then transfer to State Archives with authority to weed.

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

M-Disc: 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 representation of the handling of legal matters in Utah around the turn of the century.

AGENCY: Heber City (Utah)

SERIES: 29837

TITLE: Justice court records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30616

3

TITLE: Miscellaneous agreements

DATES: 1920-1980.

ARRANGEMENT: Chronological by agreement date.

DESCRIPTION:

This series includes a variety of agreements between Heber City government and various residents and service providers. Agreements include water rights-to-wit, leases for use of private property, cooperative agreements for road construction and uses of county jail.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Document decisions made by Heber City on the uses of public land and resources.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Heber City (Utah)

SERIES: 30534

3

TITLE: Municipal bonds sampling

DATES: 1910-1960.

ARRANGEMENT: Chronological by bond issuance date

DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The bonds preserved in this series have permanent historical value because of their strong visual and artifactual quality that help tell the story of the municipal bonding process.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Heber City (Utah)

SERIES: 29760

3

TITLE: Municipal code

DATES: 1948-2016

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

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

M-Disc: 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 decisions and actions of the city council and the changes to law over time.

AGENCY: Heber City (Utah)

SERIES: 29760

TITLE: Municipal code

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29024

3

TITLE: Ordinances

DATES: 1948-1975

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

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

M-Disc: 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 decisions and actions of the city council and the changes to law over time.

AGENCY: Heber City (Utah)

SERIES: 29024

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Heber City (Utah)

SERIES: 29777

3

TITLE: Planning commission meeting minutes

DATES: 1975-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These records are the approved minutes of the Heber City Planning Commission and are the official record of the meeting of a public body. They contain the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). These records include the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain until administrative value has been met

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 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). The minutes provide details about the history and functioning of the Heber City municipal government as it relates to economic development and city planning.

AGENCY: Heber City (Utah)

SERIES: 29777

TITLE: Planning commission meeting minutes

(continued)

PRIMARY DESIGNATION:

Public Utah Code 52-4-203(4)(b)(2018).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Heber City (Utah)

SERIES: 29843

3

TITLE: Primary election ballots and materials

DATES: 2019-

ARRANGEMENT: Chronological

DESCRIPTION:

The records document the primary election results which determine the candidates advancing to the general election. Records include ballots for the election count and envelopes with voter signatures.

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 12 months and then transfer to State Records Center. Retain in State Records Center for 10 months and then destroy.

APPRAISAL:

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

These records are used in the administration of the election process.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2)(l)(2018)

AGENCY: Heber City (Utah)

SERIES: 29843

TITLE: Primary election ballots and materials

(continued)

SECONDARY DESIGNATION(S):

Private.

Utah Code 63G-2-202(1)(b)(i)(2019) Utah Code 63G-2-302(1)(j)(k)(2019)
Utah Code 20A-2-104(4)(f)(2018) Utah Code 20A-2-101.1(5)(a)(2018)

AGENCY: Heber City (Utah)

SERIES: 29762

3

TITLE: Proof of publication of ordinances

DATES: 1920-1951.

ARRANGEMENT: Reverse chronological by date of publication.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: 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 decisions and actions of the city council and the changes to law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29764

1

TITLE: Public utilities payment records

DATES: 1942-1955

ARRANGEMENT: Chronological by service date.

DESCRIPTION:

This series contains ledgers used to track municipal water and sewer utility bills and payments. The ledgers contain such information as customer names, debits, credits, notes indicating status of service, and any outstanding balances.

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 or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the management of public utilities in mid-20th century rural Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29819

1

TITLE: Record of liens

DATES: 1958-1975.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This series contains a ledger with a record of liens held by Heber City. Liens are recorded by last name of homeowner. Information contained in this record includes the name of the homeowner, the address of the home, the tract of land the home sat on, the value of the home, the interest accrued, amount and dates payments were made, and, if applicable , the date the lien was released.

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 value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series is of permanent historical value as examples of business conducted in the mid-20th century in rural Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30617

1

TITLE: Resolutions

DATES: 1922-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Heber City (Utah)

SERIES: 30533

3

TITLE: Sewer connection agreements

DATES: 1940-1941.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document legal agreements entered into by citizens and Heber City regarding the responsibilities of each party in regards to the construction of the city sewer system and private property, including the agreed upon construction costs and fees associated with project.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

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 historical value(s).

Records document legal agreements for critical municipal infrastructure and document the process between citizens and the city of Heber for the construction and maintenance of the city sewer.

AGENCY: Heber City (Utah)

SERIES: 30533

TITLE: Sewer connection agreements

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2021).

AGENCY: Heber City (Utah)

SERIES: 30250

3

TITLE: Sexton's Reports

DATES: 1910-1956.

ARRANGEMENT: Chronological by date of burial.

DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 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 burials and contain important genealogical information.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29838

3

TITLE: Survey record

DATES: undated.

ARRANGEMENT: Numerical by block number

DESCRIPTION:

This series contains a book recording a survey of Heber City including plat and block drawings as well as field notes. The book is almost entirely empty save two pages with a drawing and notes regarding Block 137. The survey drawing shows geographic coordinates, street names, and the name of the owner of a section of the block. The field notes for Block 137 contain a description of the block.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

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 historical value(s).

This record is of permanent historical value as representation of the plat layout of Heber City in the past.

PRIMARY DESIGNATION:

Public