

Retention and Classification Report

Agency: Holden (Utah) (504)

PO Box 360127
56 North Main
Holden, UT 84636
435-795-2239

Records Officer: _____

28688	Board minutes
28344	Cemetery records
28732	*Financial ledgers
28717	Ordinances

AGENCY: Holden (Utah)

SERIES: 28688

3

TITLE: Board minutes

DATES: 1922-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

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 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 weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of function and actions of the town board.

AGENCY: Holden (Utah)

SERIES: 28688

TITLE: Board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Holden (Utah)

SERIES: 28344

3

TITLE: Cemetery records

DATES: 1859-

ARRANGEMENT: Alphabetical by name of the deceased and numerical by block 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.

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:

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 location and identities of burials in the cemetery.

AGENCY: Holden (Utah)
SERIES: 28344
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Holden (Utah)

SERIES: 28732

3

TITLE: Financial ledgers

DATES: 1966-1981.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

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 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 the primary documentation of the management of town finances during this period.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. This series contains a handful of Social Security numbers. These numbers are considered private.

AGENCY: Holden (Utah)

SERIES: 28717

1

TITLE: Ordinances

DATES: 1922-

ARRANGEMENT: Chronological by date of adoption.

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:

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:

Error - Format Type is invalid.

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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 formal actions taken by the town council, included the passage of laws.

AGENCY: Holden (Utah)

SERIES: 28717

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public