

## Retention and Classification Report

**Agency:** Honeyville (Utah) (505)

2635 West 6980 North  
P.O. Box 142  
Honeyville, UT 84314  
435-279-8427

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

23533	Audits and financial statements
23376	Board of Adjustment minutes
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**AGENCY:** Honeyville (Utah)

**SERIES:** 23533

3

**TITLE:** Audits and financial statements

**DATES:** 1975-1990; 1992-1994; 1996; 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with

**AGENCY:** Honeyville (Utah)

**SERIES:** 23533

**TITLE:** Audits and financial statements

(continued)

authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 23376

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**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:**

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Honeyville (Utah)

**SERIES:** 23376

**TITLE:** Board of Adjustment minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 23361

3

**TITLE:** Call's Fort Cemetery entitlement to burial and perpetual care certificates

**DATES:** 1959-

**ARRANGEMENT:** Chronological and numerical by certificate number.

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**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.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This series has administrative, legal, and historical value as documentation of burial rights and perpetual care for lots in the cemetery.

**AGENCY:** Honeyville (Utah)

**SERIES:** 23361

**TITLE:** Call's Fort Cemetery entitlement to burial and perpetual care certificates

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 28170

1

**TITLE:** Cemetery burial files

**DATES:** 1927-

**ARRANGEMENT:** Chronological.

**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:**

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.

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 historical value as documentation of individuals buried in the Honeyville and Call's Fort Cemeteries.



**AGENCY:** Honeyville (Utah)

**SERIES:** 28170

**TITLE:** Cemetery burial files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 28192

3

**TITLE:** Cemetery maps

**DATES:** 1901-

**ARRANGEMENT:** Alphabetically by cemetery name, thereunder chronological.

**DESCRIPTION:**

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

**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 or until administrative need ends and then transfer to State Archives with authority to weed.

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

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has administrative and historical value as documentation of the layout and organization of the cemetery.

**AGENCY:** Honeyville (Utah)

**SERIES:** 28192

**TITLE:** Cemetery maps

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 23364

3

**TITLE:** City Council minutes

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

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 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.

**AGENCY:** Honeyville (Utah)

**SERIES:** 23364

**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Honeyville (Utah)

**SERIES:** 23359

3

**TITLE:** City cemetery deed records

**DATES:** 1929-

**ARRANGEMENT:** Chronological and numerical by deed or certificate number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**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:**

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**AGENCY:** Honeyville (Utah)

**SERIES:** 23359

**TITLE:** City cemetery deed records

(continued)

**APPRAISAL:**

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

This series has administrative, legal, and historical value as documentation of ownership of burial plots in the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 28178

3

**TITLE:** Funeral programs and obituaries

**DATES:** 1952-1984.

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This series contains funeral programs and obituaries for individuals buried in the Honeyville and Call's Fort Cemeteries. The items were collected by a local resident and given to Honeyville City. The City retains the collection as an informational resource about individuals buried in the cemeteries. The earliest program in the collection dates from 1952, but the rest date from the period between 1960 and 1984.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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 historical value as documentation of the identity and burial of individuals interred in the Call's Fort and Honeyville Cemeteries.

**RETENTION JUSTIFICATION:**

While the records in this series were not created or collected by a government agency, Honeyville City did accept their donation to the City and retained the records for reference purposes. The records were deemed to have permanent research value as documentation of the funeral and burial customs and of individuals buried in the cemeteries in Honeyville.



**AGENCY:** Honeyville (Utah)

**SERIES:** 28178

**TITLE:** Funeral programs and obituaries

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 29285

1

**TITLE:** General plans

**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:** Honeyville (Utah)

**SERIES:** 29285

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Honeyville (Utah)

**SERIES:** 29027

1

**TITLE:** Ordinances

**DATES:** 1911-

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: 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.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Honeyville (Utah)

**SERIES:** 23357

3

**TITLE:** Planning and zoning commission minutes

**DATES:** 1978-1999.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**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 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

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**AGENCY:** Honeyville (Utah)

**SERIES:** 23357

**TITLE:** Planning and zoning commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Honeyville (Utah)

**SERIES:** 23377

3

**TITLE:** Receipt and disbursement register

**DATES:** 1912-1975.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This register tracks receipts issued by the municipality and disbursement of municipal funds through the issuing of warrants. Receipt information includes number or receipt, date, from whom received, amount for taxes, and type of account (water works, electric lights, etc.). Disbursement information includes number of warrant, date issued, to whom, service provided or item purchased, amount and name of account (water works, light, salaries, printing and stationary, collection taxes and miscellaneous).

**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.

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, fiscal, and/or historical value(s).

This disposition of historical value refers to the volume of records for 1912-1975.

**AGENCY:** Honeyville (Utah)

**SERIES:** 23377

**TITLE:** Receipt and disbursement register

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Honeyville (Utah)

**SERIES:** 80005

3

**TITLE:** State Treasurer's account statements

**DATES:** 1982-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These financial statements report monthly of monies deposited with the State Treasurer under the State Money Management Act of 1974 (UCA 51-7). This law allows political subdivisions to deposit monies with the State Treasurer to be invested. These statements are required under the act (UCA 51-7-9). There are three statements: a deposit form, an account statement and an investment credit notice. The deposit form reports the amounts deposited; the account statement reports on all transactions (deposits, withdrawals, and interest earned); and the interest credit notice reports on the interest rate and amount of earned.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office. These statements are used for informational purposes and for reports to the city council. They are not audited. The State Treasury maintains the record copy of all statements sent to Honeyville City and their records are audited annually (UCA 51-7-9).

**AGENCY:** Honeyville (Utah)

**SERIES:** 80005

**TITLE:** State Treasurer's account statements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2019.