

## Retention and Classification Report

**Agency:** Huntington (Utah) (517)

Huntington City Hall  
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**Records Officer:** \_\_\_\_\_

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30517	Registers of deaths

**AGENCY:** Huntington (Utah)

**SERIES:** 25600

3

**TITLE:** Annual audit reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year

**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.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Huntington (Utah)

**SERIES:** 25600

**TITLE:** Annual audit reports

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30045

3

**TITLE:** Cemetery burial transit permits

**DATES:** 1954-2008

**ARRANGEMENT:** Chronological by date of year issued

**DESCRIPTION:**

This series contains permits that allow the transport and burial or disposal of human remains. These permits were issued by the state in which an individual died and state law required that the cemetery sexton receive such a permit prior to allowing the burial of the transported body. Prior to 1977, the law required for such permits for the transport of bodies within the state, so a significant number of these permits were issued by the Utah Division of Vital Statistics. However, in 1977, the law changed, only requiring permits for the transport of bodies across state lines. Therefore, records in this series dating from 1978 and later are only for individuals who died outside of Utah but were transported to Huntington for burial. Permits typically include such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director or mortuary information, and date of burial.

**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.

Microfilm master: 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 in the cemetery.

**AGENCY:** Huntington (Utah)

**SERIES:** 30045

**TITLE:** Cemetery burial transit permits

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30040

3

**TITLE:** Cemetery interment records

**DATES:** 1880-2004

**ARRANGEMENT:** Chronological by date of death

**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 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.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as evidence for the management of a cemetery. They are of genealogical value because they contain biographical information.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30047

3

**TITLE:** Cemetery lot records

**DATES:** 1918-2009

**ARRANGEMENT:** Chronological by date of purchase and alphabetical by name of deceased

**DESCRIPTION:**

This series contains records used to track ownership of and payment for burial plots in the city cemetery. It consists of a ledger containing deeds of ownership for cemetery plots, letters documenting the transition to perpetual care, and an index file of lot owners.

**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.

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 documentation of those buried or owning plots in the city cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30046

3

**TITLE:** Cemetery obituary records

**DATES:** 1966-2014

**ARRANGEMENT:** Chronological by year of death

**DESCRIPTION:**

This series contains obituaries kept by the Huntington City cemetery. These records were kept as a way of tracking deaths of Huntington residents and burials in the city cemetery. The obituaries were collected in order to assist in making burial arrangements and as a record of the identity of individuals interred in the cemetery. The obituaries were clipped from newspapers, typically having been written and submitted to the paper by family, friends, or caretakers of the deceased. They contain such information as birth dates and place, death dates, brief descriptions of the individual's life, accomplishments, or character, and funeral information if applicable. Occasionally the obituaries also include information on the cause of death.

**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 individuals buried in the Huntington City cemetery.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Huntington (Utah)

**SERIES:** 25601

3

**TITLE:** Cemetery records

**DATES:** 1895-

**ARRANGEMENT:** Alphabetical by 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.

**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.

Computer data files: 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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Huntington (Utah)

**SERIES:** 25601

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 25595

3

**TITLE:** City council minutes

**DATES:** 1913-2004

**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 52-4-7 (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 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.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Huntington (Utah)

**SERIES:** 25595

**TITLE:** City council minutes

(continued)

**APPRAISAL:**

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

The records in this series are of permanent historical value as documentation of the management of a city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30048

1

**TITLE:** Justice dockets

**DATES:** 1915-1991

**ARRANGEMENT:** Chronological by date case was filed

**DESCRIPTION:**

This series contains records kept by the Justice Court of Huntington City regarding cases heard in court. The majority of cases heard by the Justice Court were misdemeanors, usually related to traffic citations. However, cases heard were both civil and criminal in nature. Each page in the dockets records the name of the defendants, the name of the justice of the peace, the name of the arresting officer, an account of the proceedings explaining the reason the defendant appeared in court and the results of the appearance including the sentence, and receipt information for any fines paid. Cases are not numbered but generally appear in chronological order based on the date the defendant appeared in court. Many entries have papers attached, including receipts for fines or bail, bench warrants, venires, complaints, transcripts, motions, correspondence, and other notices. There is an alphabetical index at the front of each ledger.

**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).

Records in this series are of permanent historical value as documentation of the justice court process.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 30055

1

**TITLE:** Official bonds

**DATES:** 1917-1948

**ARRANGEMENT:** Chronological by date official elected

**DESCRIPTION:**

This series contains bonds submitted to the city on behalf of elected and appointed municipal officials. The laws of Utah as adopted at statehood in 1896 required officials to take an oath and give a bond before entering into the discharge of their duties. Bonds were typically issued in December or January, coinciding with the start of the municipal terms. The bond stated that if the officer neglected to perform his duties, then this money would be paid to the county, but if he did faithfully carry out his duties, then the bond would become null and void. They typically include such information as the name of the official or "principal," the bond sum, the office held by the official, the beginning date of the term, signatures of the official and representatives of the surety company, and an affidavit signed by one of the representatives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as examples of bonds documenting the identity of elected officials, as well as the elections process of the early 20th century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 25599

3

**TITLE:** Ordinances and resolutions

**DATES:** 1920-2004

**ARRANGEMENT:** Chronological by date approved or published

**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 authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

**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:** Huntington (Utah)

**SERIES:** 25599

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Huntington (Utah)

**SERIES:** 30517

3

**TITLE:** Registers of deaths

**DATES:** 1905-1921

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent value as documentation of deaths and burials in the Kanosh precinct, as well as representative documentation of the legal process of recording deaths and burials in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Huntington (Utah)

**SERIES:** 25598

1

**TITLE:** Zoning minutes and ordinances

**DATES:** 1999-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

**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.

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**AGENCY:** Huntington (Utah)

**SERIES:** 25598

**TITLE:** Zoning minutes and ordinances

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public