

Retention and Classification Report

Agency: Huntington (Utah) (517)

Huntington City Hall
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Records Officer: _____

30053	*Accounting ledger
30060	*Administrative records
25600	Annual audit reports
30059	*Business bonds
30045	Cemetery burial transit permits
30040	Cemetery interment records
30047	Cemetery lot records
30046	Cemetery obituary records
25601	Cemetery records
25595	City council minutes
30048	Justice dockets
30055	Official bonds
25599	Ordinances and resolutions
30517	Registers of deaths
30517	Registers of deaths

AGENCY: Huntington (Utah)

SERIES: 30053

1

TITLE: Accounting ledger

DATES: 1892-1902, 1913.

ARRANGEMENT: Chronological by date of expense.

DESCRIPTION:

This series contains a ledger kept by the Huntington town clerk documenting treasury expenses of the city. The notes kept on the early years' expenses are not very detailed, usually only including warrant numbers. However, the way charges were documented changes periodically, likely with changes in staff. For example, the year 1898 has been divided into cash received and cash disbursed, and includes details about how expenses were paid to and for what purpose. After recording data for 1902, the book is left blank for the majority of the rest of the pages. Toward the back exists a record of real estate sold at the 1913 tax 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).

The records in this series are of permanent historical value as documentation of city accounting.

PRIMARY DESIGNATION:

Public

AGENCY: Huntington (Utah)

SERIES: 30060

1

TITLE: Administrative records

DATES: 1954-1974.

ARRANGEMENT: None

DESCRIPTION:

This series contains administrative records kept by the city documenting general processes of city management. The bulk of the series is made up of records related to insurance policies the city kept to cover city-owned vehicles like the fire truck, the dump truck, and other maintenance vehicles. Also included are property insurance policies covering the city hall building, and insurance policies related to fire and lightning damage. Additionally, this series contains workman's compensation records including accident reports, correspondence to and from the company providing the workman's compensation insurance, and a policy detailing coverage. The rest of the series is made up of a handful of folders of miscellaneous records including a letter and ordinance indicating new regulations of trailer courts and plans to inspect existing trailer courts for compliance, a few receipts, and a letter from the First National Bank indicating which city employees deposited public moneys.

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 are of permanent historical value as representation of the management of the city.

PRIMARY DESIGNATION:

Public

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: 30059

1

TITLE: Business bonds

DATES: 1923-1931.

ARRANGEMENT: Alphabetical by name of business or individual

DESCRIPTION:

This series contains bonds issued to business owners or businesses licensed to sell cigarettes or cigarette papers. These records were kept by the city recorder or clerk as directed by the "Licensing and Sale of Cigarettes Act" of 1923, which repealed cigarette prohibition and replaced it with strict licensing provisions. These bonds were issued, as required by law, in the amount of \$500 and were conditioned upon the observance of all provisions found in the Act. The records in this series contain such information as the name of the company or individual, the date signed, an official statement regarding the legal purpose of the bond, the amount the bond was issued in as well as the premium. Also included are copies of the permits issued to individuals or businesses, which contain information such as the address, place of business, date signed, date of expiration of the permit. In 1930, the law was amended to require the bonds be filed with the State Tax Commission rather than the city recorder or county clerk.

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 are of historical value as documentation of business licensing procedures and cigarette prohibition measures.

AGENCY: Huntington (Utah)

SERIES: 30059

TITLE: Business bonds

(continued)

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.

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.

Microfilm duplicate: Retain in Office permanently.

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