Retention and Classification Report

Agency: Hyrum (Utah) (523)

83 West Main
Hyrum, UT 84319
435 245-6033

Records Officer: _____

23563	Board of Adjustment minutes
29385	Budgets
85013	City Council minutes
29288	General plans
30124	Justice Court case documents
30123	Justice Court dockets
30278	Miscellaneous administrative records
23568	Ordinances
23565	Planning Commission minutes
23569	Resolutions

AGENCY: Hyrum (Utah)

SERIES: 23563 3
TITLE: Board of Adjustment minutes
DATES: 1975-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 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 Agency Record Center permanently.

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

AGENCY: Hyrum (Utah)

SERIES: 23563
TITLE: Board of Adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 29385 3
TITLE: Budgets
DATES: 2015-
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: Hyrum (Utah)

SERIES: 85013 4
TITLE: City Council minutes
DATES: i 1871 - 2000
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

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

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the highest level of city administration.

AGENCY: Hyrum (Utah)

SERIES: 85013
TITLE: City Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 29288 1
TITLE: General plans
DATES: 2015-
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: Hyrum (Utah)

SERIES: 29288
TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Hyrum (Utah)

SERIES: 30124 3
TITLE: Justice Court case documents
DATES: 1891, 1926-1927
ARRANGEMENT: Chronological by filing date.
DESCRIPTION:

These records contain justice court case files that document the various stages of the court case. Records include complaints, bonds, warrants of arrest, affidavits, and garnishments.

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 records in this series have permanent historical value as representative documentation of how the justice court handled its business.

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 30123 3
TITLE: Justice Court dockets
DATES: 1898-1993
ARRANGEMENT: Generally chronological by court appearance date.
DESCRIPTION:

This series contains dockets kept by the Justice Court of Hyrum City. The dockets feature records regarding the background and proceedings for cases brought before the court. Cases heard by the court were both criminal and civil. Each entry in these volumes includes such information as the name of the defendant, the date of the initial complaint or violation, the charges brought against and any fines imposed upon the defendants , and a summary of the sentence passed in the case. Most entries have been stamped "closed" or otherwise indicated to be transferred to the circuit court, dismissed, or voided. Some cases have a Uniform Citation & Information card attached which includes the address and signature of the defendant and information regarding summons to any assigned court dates. An alphabetical index is located at the front of each volume.

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: For records beginning in 1898 through 1993. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Although justice court dockets are not typically preserved permanently, these dockets have survived and have permanent historical value as a representative example of such records throughout the state. These dockets document the changing role of justice courts over time.

AGENCY: Hyrum (Utah)

SERIES: 30123
TITLE: Justice Court dockets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 30278 3
TITLE: Miscellaneous administrative records
DATES: 1909-1925
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

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).

This series has permanent historical value as representative documentation of routine business handled by the city.

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 23568 1
TITLE: Ordinances
DATES: 1966-
ARRANGEMENT: Chronological, thereunder numerical by ordinance number
ANNUAL ACCUMULATION: 0.20 cubic feet.
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:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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APPRAISAL:

These records have administrative, fiscal, 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: Hyrum (Utah)

SERIES: 23568
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 23565 3
TITLE: Planning Commission minutes
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Hyrum (Utah)

SERIES: 23565
TITLE: Planning Commission minutes

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Hyrum (Utah)

SERIES: 23569 1
TITLE: Resolutions
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by resolution number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

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

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Hyrum (Utah)

SERIES: 23569
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public