

# Retention and Classification Report

**Agency:** Kaysville (Utah) (568)

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

29389	Budgets
06397	City Council minutes
27748	Failed initiative petitions and signature sheets
29291	General plans
29030	Ordinances
84871	*Payroll register
30122	Subdivision plat maps

**AGENCY:** Kaysville (Utah)

**SERIES:** 29389

3

**TITLE:** Budgets

**DATES:** 2012-

**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:** Kaysville (Utah)

**SERIES:** 6397

4

**TITLE:** City Council minutes

**DATES:** i 1868-

**ARRANGEMENT:** Chronological according to date of entry

**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:**

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:**

Microfilm duplicate: For records beginning in 1868 through 1980.  
Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Kaysville (Utah)

**SERIES:** 6397

**TITLE:** City Council minutes

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Kaysville (Utah)

**SERIES:** 27748

1

**TITLE:** Failed initiative petitions and signature sheets

**DATES:** 2011-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are failed petitions which were prepared by sponsors seeking to have an initiative submitted to the city council or to a vote of the people for approval or rejection. These petitions have been officially disqualified because the number of certifying signatures is insufficient. The records include an initiative describing proposed legislation and the names addresses and phone numbers of the persons who signed the petitions.

**RETENTION:**

Permanent. Retain for 5 year(s)

**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 for 5 years after petition has been declared insufficient and then may transfer to the State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). During their deliberation in September 2011 the SRC asserted that these records have ongoing historic value as documentation of state action and the concerns of citizens whether the petition is successful or not.

**AGENCY:** Kaysville (Utah)

**SERIES:** 29291

1

**TITLE:** General plans

**DATES:** 2002-

**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:** Kaysville (Utah)

**SERIES:** 29291

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Kaysville (Utah)

**SERIES:** 29030

1

**TITLE:** Ordinances

**DATES:** 1868-

**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:** Kaysville (Utah)

**SERIES:** 84871

4

**TITLE:** Payroll register

**DATES:** i 1952-1981.

**ARRANGEMENT:** Chronological, thereunder alphabetical by last name of employee  
**DESCRIPTION:**

Each city employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Kaysville (Utah)

**SERIES:** 30122

3

**TITLE:** Subdivision plat maps

**DATES:** 2000-

**ARRANGEMENT:** Chronological by date records were filed with the city.

**DESCRIPTION:**

These records are plat maps of subdivision developments in Kaysville City. Maps designate ownership plats on tracts of land in a developed subdivision. Information may be used to document the developmental history of a subdivision and may be submitted to the Planning Commission for compliance review with applicable development ordinances and standards.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the history of subdivision development in the city.

**AGENCY:** Kaysville (Utah)

**SERIES:** 30122

**TITLE:** Subdivision plat maps

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2)(2019).