

## Retention and Classification Report

**Agency:** Kingston (Utah) (569)

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

23957	Annual audits and financial statements
28372	*Cemetery records
23958	Council minutes
23962	*Drinking Water Source Protection Plan
23959	Ordinances and resolutions
28373	*Town Hall progress reports

**AGENCY:** Kingston (Utah)

**SERIES:** 23957

3

**TITLE:** Annual audits and financial statements

**DATES:** 1969-1971; 1991; 1996-

**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)). Also included are financial statements.

**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 Office permanently.

**AGENCY:** Kingston (Utah)

**SERIES:** 23957

**TITLE:** Annual audits and financial statements

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Kingston (Utah)

**SERIES:** 28372

3

**TITLE:** Cemetery records

**DATES:** ca. 1954-ca. 1958.

**ARRANGEMENT:** Alphanumerical by row or section and lot.

**DESCRIPTION:**

This series contains various records documenting burials in the cemetery. The primary document is an inventory of graves apparently created in the 1950's. The inventory information is handwritten on pre-printed forms that were likely distributed by the Genealogical Society of Utah. The forms provide space to record such information as the lot number, name of the deceased, age, date and place of birth, death date, and names of parents, and/or spouse. 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 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.

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 permanent historical value as documentation of the identity and location of burials in the cemetery.

**AGENCY:** Kingston (Utah)  
**SERIES:** 28372  
**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**  
Public

**AGENCY:** Kingston (Utah)

**SERIES:** 23958

4

**TITLE:** Council minutes

**DATES:** 1961-

**ARRANGEMENT:** Chronological by meeting date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Kingston town council consists of a president (mayor) and four board members who exercise the community's legislative and executive powers (see Utah Code Unannotated, 1992, 10-3-101). The council is responsible for all aspects of town management, such as appointing officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Municipal councils are required by law to keep council minutes which summarize all matters proposed, discussed, or decided at monthly and special council meetings (Utah Code Unannotated, 1992, 52-4-7). Each set of minutes includes the date and time of the meeting and names those present. Kingston minutes summarize the discussion at council meetings and report actions taken by the council. Early Kingston council minutes itemize bills approved for payment. The Kingston town council spent much time on issues relating to culinary water. The council also sponsored holiday celebrations and maintained community roads and a cemetery.

**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.

**AGENCY:** Kingston (Utah)

**SERIES:** 23958

**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

By summarizing the discussion of council meetings, the minutes provide a valuable historical sketch of Kingston municipal government.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Kingston (Utah)

**SERIES:** 23962

4

**TITLE:** Drinking Water Source Protection Plan

**DATES:** 1998.

**ARRANGEMENT:** None.

**DESCRIPTION:**

In 1998 Jones and DeMille Engineering prepared a document called Drinking Water Source Protection Plan for the Kingston town council. This volume describes the water source for Kingston and details all aspects of maintaining it. Information includes maps and diagrams of the community and water sources, well source information, aquifer test results, sanitization information, listings of possible potential contamination sources, well driller's reports, contingency plans for water rationing and decontamination, and reports from the Department of Environmental Quality. This document also includes the drinking water source protection ordinance which was adopted by the Kingston town council.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**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.

**APPRAISAL:**

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

This document provides detailed information about the Kingston water works.



**AGENCY:** Kingston (Utah)

**SERIES:** 23962

**TITLE:** Drinking Water Source Protection Plan

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Kingston (Utah)

**SERIES:** 23959

4

**TITLE:** Ordinances and resolutions

**DATES:** 1989-

**ARRANGEMENT:** Chronological by document date.

**DESCRIPTION:**

According to Utah law the governing body of each municipality shall exercise its legislative powers through ordinances. (Utah Code Unannotated, 1991, 10-3-707). This series contains ordinances and resolutions adopted by the Kingston town council. With the exception of a 1992 ordinance imposing municipal sales tax, all ordinances and resolutions deal with utilities and public services. They include contracts or franchises for a 911 emergency number, cable television, telephone, electric service, and trash removal.

**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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Kingston ordinances and resolutions provide legal documents authorizing local sales tax and providing contracts for public services.

**AGENCY:** Kingston (Utah)

**SERIES:** 23959

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Kingston (Utah)

**SERIES:** 28373

3

**TITLE:** Town Hall progress reports

**DATES:** 1976.

**ARRANGEMENT:** Chronological by report date.

**DESCRIPTION:**

This series contains reports on the progress in the construction work on the town hall. The town acquired the vacant school and renovated it for use as a municipal and community building for Kingston. The reports outline work done over a number of months to remodel the building, including excavation of a mechanical room under the building, framing of new walls, electrical wiring, roofing, insulation, and a septic system. One report notes use of the building for community functions.

**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 permanent historical value as documentation of the process of creating a municipal building for the town.

**PRIMARY DESIGNATION:**

Public