# Retention and Classification Report

**Agency:** Leeds (Utah) (584)

Leeds Town Hall
218 N. Main Street
Leeds, UT 84746-0879
435-879-2447

**Records Officer:** _____

| | |
|---|---|
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| 25075 | Cemetery records |
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| 29591 | Council and Planning Commission minutes |

**AGENCY:** Leeds (Utah)

**SERIES:** 25073 1
**TITLE:** Audit reports
**DATES:** 1992-
**ARRANGEMENT:** Chronological
**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:**

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.

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**AGENCY:** Leeds (Utah)

**SERIES:** 25073
**TITLE:** Audit reports

(continued)

authority to weed.

**APPRAISAL:**

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25074 3
**TITLE:** Cemetery records
**DATES:** 2000-
**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.

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**APPRAISAL:**

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

**AGENCY:** Leeds (Utah)

**SERIES:** 25074
**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25075 3
**TITLE:** Cemetery records
**DATES:** 1874-
**ARRANGEMENT:** Alphabetical by surname.
**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:**

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**APPRAISAL:**

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

These records have historical and administrative value as documentation of the burial of individuals. .

**AGENCY:** Leeds (Utah)

**SERIES:** 25075
**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 29591 3
**TITLE:** Council and Planning Commission minutes
**DATES:** 2008-
**ARRANGEMENT:** Chronological by meeting date.
**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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:**

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**APPRAISAL:**

These records have historical value(s).

This series has permanent value as primary documentation of the issues discussed and actions taken by important governing boards.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25052 1

**TITLE:** General plan

**DATES:** 1985, 1995-

**ARRANGEMENT:** Chronological

**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; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). 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 considers appropriate" (UCA 10-9-302(2) (1997)). 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.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Leeds (Utah)

**SERIES:** 25052
**TITLE:** General plan

(continued)

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25072 3
**TITLE:** Ordinances
**DATES:** 1952-
**ARRANGEMENT:** Chronological by adoption date and numerical by ordinance number.
**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:**

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**AGENCY:** Leeds (Utah)

**SERIES:** 25072
**TITLE:** Ordinances

(continued)

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of laws passed by the Town Council over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25068 3
**TITLE:** Planning commission minutes
**DATES:** 1982-
**ARRANGEMENT:** Chronological by meeting date.
**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:** Leeds (Utah)

**SERIES:** 25068
**TITLE:** Planning commission minutes

(continued)

M-Disc: 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 business handled and decisions made by the planning commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25071 3
**TITLE:** Resolutions
**DATES:** 1983-
**ARRANGEMENT:** Chronological by adoption date and numerical by resolution number.
**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:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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**AGENCY:** Leeds (Utah)

**SERIES:** 25071
**TITLE:** Resolutions

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of official statements, decisions, and policies adopted by the Town Council in the form of resolutions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Leeds (Utah)

**SERIES:** 25069 1
**TITLE:** Zoning ordinances
**DATES:** 1983; 1998-
**ARRANGEMENT:** Chronological
**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:**

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**AGENCY:** Leeds (Utah)

**SERIES:** 25069
**TITLE:** Zoning ordinances

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation laws governing land use and development adopted by the Town Council over time.

**PRIMARY DESIGNATION:**

Public