

Retention and Classification Report

Agency: Lewiston (Utah) (588)

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Records Officer: _____

80220	*Audit reports
80221	*Cemetery records
80217	Council minutes
82283	Detailed general ledgers
80223	*Ordinances
80222	*Resolutions
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AGENCY: Lewiston (Utah)

SERIES: 80220

1

TITLE: Audit reports

DATES: 1980-1986.

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 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 and then MICROFILM; MAINTAIN ORIGINAL PERMANENTLY.

Microfilm master: Retain in State Archives permanently.

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.

AGENCY: Lewiston (Utah)

SERIES: 80220

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 80221

3

TITLE: Cemetery records

DATES: 1899-1987.

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

They consist of two small volumes. One is a listing of deaths and and burials into the Lewiston Cemetery. It contains name, date of death, date of burial, age, and cause of death. The second is a lot book with an alphabetical name index. The index references pages of book which illustrates separate lots and the location of burials in the Lewiston Cemetery.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

These records have administrative, and/or historical value(s). this retention is based upon the administrative needs of the office. It is vitally important for the city to retain the location of all burials into the Lewiston Cemetery. It is also important for genealogical and local history research.

AGENCY: Lewiston (Utah)
SERIES: 80221
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Lewiston (Utah)

SERIES: 80217

3

TITLE: Council minutes

DATES: 1904-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

They are the official record of the proceedings of regularly scheduled, special, and emergency city council meetings. They include the date, time, and place of meetings, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action filed.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND MAINTAIN ORIGINAL 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 administrative, and/or historical value(s).

AGENCY: Lewiston (Utah)

SERIES: 80217

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 82283

3

TITLE: Detailed general ledgers

DATES: 1978-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1985

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 80223

1

TITLE: Ordinances

DATES: 1904-1987.

ARRANGEMENT: 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 AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then retain original in office permanently.

Microfilm master: Retain in State Archives 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.

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 80222

1

TITLE: Resolutions

DATES: 1904-1987.

ARRANGEMENT: 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 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 and then MICROFILM; MAINTAIN ORIGINAL PERMANENT IN OFFICE..

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have administrative, 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.

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 82285

3

TITLE: Treasurer's book

DATES: 1935.

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives permanently.

PRIMARY DESIGNATION:

Public