

## Retention and Classification Report

**Agency:** LaVerkin (Utah) (610)

435 North Main  
La Verkin, UT 84745  
435-635-2581

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

|       |                            |
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| 25047 | Audit reports              |
| 25212 | City Newsletter            |
| 25048 | Council minutes            |
| 25049 | Ordinances and resolutions |

**AGENCY:** LaVerkin (Utah)

**SERIES:** 25047

3

**TITLE:** Audit reports

**DATES:** 1993-

**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 authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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**AGENCY:** LaVerkin (Utah)

**SERIES:** 25047

**TITLE:** Audit reports

(continued)

**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:** LaVerkin (Utah)

**SERIES:** 25212

3

**TITLE:** City Newsletter

**DATES:** 1992-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

This series consists of the LAVERKIN CITY NEWSLETTER published approximately from 1992 onward. Sections include Message From the Mayor/Office, information on holiday activities, licenses information, and congratulations and spotlights for people and community groups. Holdings: June 1996, December 1996, March 1997, December 1998.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** LaVerkin (Utah)

**SERIES:** 25212

**TITLE:** City Newsletter

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** LaVerkin (Utah)

**SERIES:** 25048

3

**TITLE:** Council minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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**AGENCY:** LaVerkin (Utah)

**SERIES:** 25048

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** LaVerkin (Utah)

**SERIES:** 25049

3

**TITLE:** Ordinances and resolutions

**DATES:** 1998-

**ARRANGEMENT:** Chronological.

**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:**

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** LaVerkin (Utah)

**SERIES:** 25049

**TITLE:** Ordinances and resolutions

(continued)

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.