

Retention and Classification Report

Agency: Lyman (Utah) (612)

Lyman Town Hall
101 South Center, P.O. Box 23
Lyman, UT 84749
435 836-2141

Records Officer: _____

24450	Audit and financial reports
24449	Cemetery records
24451	Council minutes
24448	*Incorporation records
24447	Ordinances

AGENCY: Lyman (Utah)

SERIES: 24450

3

TITLE: Audit and financial reports

DATES: 1985-

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.

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

AGENCY: Lyman (Utah)

SERIES: 24450

TITLE: Audit and financial reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Lyman (Utah)

SERIES: 24449

3

TITLE: Cemetery records

DATES: 1879-

ARRANGEMENT: Chronological

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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.

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

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

Microfilm duplicate: Retain in Office permanently.

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APPRAISAL:

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

AGENCY: Lyman (Utah)

SERIES: 24449

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lyman (Utah)

SERIES: 24451

3

TITLE: Council minutes

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

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 after being microfilmed.

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

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AGENCY: Lyman (Utah)

SERIES: 24451

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Lyman (Utah)

SERIES: 24448

1

TITLE: Incorporation records

DATES: 1982.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Lyman (Utah)

SERIES: 24447

1

TITLE: Ordinances

DATES: 1984-

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:

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FORMAT MANAGEMENT:

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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.

AGENCY: Lyman (Utah)

SERIES: 24447

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public