

Retention and Classification Report

Agency: Lynndyl (Utah) (613)

PO Box 40207
98 East Center Street
Lynndyl, UT 84640
435-340-0107

Records Officer: _____

28722	Contracts and agreements
28704	Council minutes
28714	*Newsletters
28719	Ordinances
28720	Planning and zoning records
28753	*Resolutions

AGENCY: Lynndyl (Utah)

SERIES: 28722

3

TITLE: Contracts and agreements

DATES: 1946-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains miscellaneous contracts and legal agreements relating to operation of town services in Lynndyl. These include agreements granting power companies a franchise to provide electricity for the town, an agreement with Millard County to use the county landfill, and a deed transferring property from the LDS Church to the Town. In addition to the agreements, the records also include some other related documents.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of legal agreements into which the Town entered in the course of carrying out community business.

AGENCY: Lynndyl (Utah)

SERIES: 28722

TITLE: Contracts and agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lynndyl (Utah)

SERIES: 28704

3

TITLE: Council minutes

DATES: 1945-

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:

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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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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the issues addressed and actions taken by the town council.

AGENCY: Lynndyl (Utah)

SERIES: 28704

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lynndyl (Utah)

SERIES: 28714

3

TITLE: Newsletters

DATES: 1991-2003.

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006).

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:

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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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the functioning of the Town of Lynndyl and of community life.

PRIMARY DESIGNATION:

Public

AGENCY: Lynndyl (Utah)

SERIES: 28719

3

TITLE: Ordinances

DATES: 1945-

ARRANGEMENT: Numerical by ordinance number and chronological by adoption date.

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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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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of formal actions taken by the town council and laws put into effect in the town.

AGENCY: Lynndyl (Utah)

SERIES: 28719

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Lynndyl (Utah)

SERIES: 28720

1

TITLE: Planning and zoning records

DATES: 1920; 1988-

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; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). 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 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

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:

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AGENCY: Lynndyl (Utah)

SERIES: 28720

TITLE: Planning and zoning records

(continued)

Microfilm master: 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 planning and development in Lynndyl.

PRIMARY DESIGNATION:

Public

AGENCY: Lynndyl (Utah)

SERIES: 28753

TITLE: Resolutions

DATES: 1979-2007.

ARRANGEMENT: Chronological by adoption date.

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 (Utah Code 10-3-717 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions adopted by the town council.

PRIMARY DESIGNATION:

Public