Retention and Classification Report

Agency: Midway (Utah) (646)

Midway City Office Building
75 North 100 West, P.O. Box 277
Midway, UT 84049
435 654-3223

Records Officer: _____

14855	*Cemetery books
14856	*Cemetery records
14853	Council minutes
29301	General plan
14857	Ordinances
14852	Planning Commission minutes
14858	Resolutions
14854	*Water stock purchase files
14901	Waterwork general ledgers

AGENCY: Midway (Utah)

SERIES: 14855 3
TITLE: Cemetery books
DATES: 1968-1976.
ARRANGEMENT: Chronological
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:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 14856 4
TITLE: Cemetery records
DATES: 1959-1995.
ARRANGEMENT: By document type, primarily alphabetical thereunder.
DESCRIPTION:

This series consists primarily of perpetual care agreements and lot ownership records for burial plots in the Midway Cemetery. Perpetual care agreements include the name of the individual making the payment, the amount of the payment, and the name of the deceased for whose grave the agreement covers. The lot ownership records include transfer records and deeds. The series also includes a limited amount of correspondence regarding cemetery policies.

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.

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

APPRAISAL:

These records have historical value(s).

This series documents deaths and burials in Midway, Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 14853 1
TITLE: Council minutes
DATES: 1898-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 29301 1
TITLE: General plan
DATES: 2017-
ARRANGEMENT: none
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" (Utah Code 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" (Utah Code 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 c 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" (Utah Code 10-91-403 (3) (2012)). 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.

AGENCY: Midway (Utah)

SERIES: 29301
TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Midway (Utah)

SERIES: 14857 1
TITLE: Ordinances
DATES: 1961-
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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

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.

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: Midway (Utah)

SERIES: 14852 3
TITLE: Planning Commission minutes
DATES: 1978-
ARRANGEMENT: Chronological
DESCRIPTION:

These minutes are of meetings and hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 14858 1

TITLE: Resolutions

DATES: 1971-

ARRANGEMENT: Chronological

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).

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.

Microfilm master: 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.

AGENCY: Midway (Utah)

SERIES: 14858
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 14854 3
TITLE: Water stock purchase files
DATES: 1895-1925.
ARRANGEMENT: Chronological
DESCRIPTION:

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water stock purchase records, GRS-1140.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Midway (Utah)

SERIES: 14901 3
TITLE: Waterwork general ledgers
DATES: 1963-
ARRANGEMENT: Chronological by receipt and disbursement
DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 4 years.

Microfilm duplicate: Retain in Archives for 4 years.

PRIMARY DESIGNATION:

Public