

# Retention and Classification Report

**Agency:** Milford (Utah) (648)

Milford Government Offices  
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**Records Officer:** \_\_\_\_\_

23927	Annual audits
23929	Council minutes
23972	Funeral record book
23932	General plan

**AGENCY:** Milford (Utah)

**SERIES:** 23927

3

**TITLE:** Annual audits

**DATES:** 1979; 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Milford (Utah)

**SERIES:** 23927

**TITLE:** Annual audits

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Milford (Utah)

**SERIES:** 23929

**TITLE:** Council minutes

**DATES:** 1903-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**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:**

Paper: Retain in Office until administrative need is met and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Milford (Utah)

**SERIES:** 23929

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Milford (Utah)

**SERIES:** 23972

**TITLE:** Funeral record book

**DATES:** 1913-

**ARRANGEMENT:** Chronological by funeral date.

**DESCRIPTION:**

This single volume was originally maintained by an unidentified funeral home and is now in the custody of the municipality. It details information about the deceased as well as funeral and burial arrangements. Information about the deceased includes name, date of birth, place of birth, age at time of death, occupation, names of parents, mother's maiden name, date of death, place of death, cause of death and certifying physician. Funeral and burial information is arranged in the form of a list of services with a column to detail the charge for each service selected. It includes type of coffin or casket, various types of services performed to prepare the body for burial, transportation, flowers, grave site preparation, newspaper death notices and music. Also included are name of officiating clergyman, names of pall bearers, name of cemetery, and section, lot and grave number. There is an index in the front of the volume where names of the deceased are listed alphabetically by first letter of last name. Several pages have been razored out and others have been cut in half.

**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 Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**AGENCY:** Milford (Utah)

**SERIES:** 23972

**TITLE:** Funeral record book

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

These records have historical and administrative value as documentation of the burial of individuals.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Milford (Utah)

**SERIES:** 23932

**TITLE:** General plan

**DATES:** 1995-

**ARRANGEMENT:** By subject

**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; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). 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 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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



**AGENCY:** Milford (Utah)

**SERIES:** 23932

**TITLE:** General plan

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public