

## Retention and Classification Report

**Agency:** Millville (Utah) (649)

510 East 300 South  
P.O. Box 308  
Millville, UT 84326  
435-750-0924

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

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**AGENCY:** Millville (Utah)

**SERIES:** 14993

3

**TITLE:** Accounts payable

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14994

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files consist of copies prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies (UCA 70A-2-725).

3

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14995

3

**TITLE:** Accounts receivable invoices

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services or repairs provided by an agency.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15027

3

**TITLE:** Activity reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reports are compiled monthly to show the activity of animal control operations. They include date, statistical information for each officer involved in the pickup of stray dogs or cats; other impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15120

3

**TITLE:** Administrative payroll report

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports and statistics with any supporting and related records to payroll operations and pay administration. Includes reports and data used for workload and personnel management purposes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15036

1

**TITLE:** Annexation files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by city council (UCA 10-2-401 to 424).

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14981

3

**TITLE:** Annual budget

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 12497

1

**TITLE:** Annual financial reports

**DATES:** 1958-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

**AGENCY:** Millville (Utah)  
**SERIES:** 12497  
**TITLE:** Annual financial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14988

3

**TITLE:** Annual fixed asset report

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are worksheets for annual reports listing totals of all fixed assets, purchases, and disposition.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14954

3

**TITLE:** Annual reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports on program activities and accomplishments for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15037

3

**TITLE:** Appointment files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 14996

3

**TITLE:** Audit reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

**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:** Millville (Utah)

**SERIES:** 15072

1

**TITLE:** Backflow prevention device (BPD) test reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

**RETENTION:**

Retain for 3 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after subsequent test and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15074

3

**TITLE:** Bacteriological quality analyses reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bacteriological quality analyses reports, GRS-1110.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14997

3

**TITLE:** Bank deposit (pass) book

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These books record municipal savings accounts. They include amount, description of transaction, date, current balance, name of bank, and account number.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14998

3

**TITLE:** Bank statements

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15129

1

**TITLE:** Billing adjustment records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification and compilation of amount changed, and authorizing signatures.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15130

1

**TITLE:** Billing register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This register consists of an itemized list of customer accounts. It is used for reference purposes. They include name of customer, service address, meter reading, water usage, water and sewer changes, payments, adjustments, prior balance due, and current balance due.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15055

3

**TITLE:** Board of Adjustment case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustments. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations. They are usually arranged numerically by case number.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15056

3

**TITLE:** Board of Adjustments minutes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. They are used to reference requests, discussions, and decisions of the Board.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15033

3

**TITLE:** Board of Appeals and Examiners minutes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the minutes of the proceedings of regular and special meetings of the Board of Appeals and Examiners. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code. The minutes are arranged chronologically.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14972

3

**TITLE:** Bond issue files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the implementation of municipal bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

**AUTHORIZED:** 11-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14973

3

**TITLE:** Bond registration files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the issuing agent's copies of bond registration stubs.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal bond registration files, GRS-785.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14974

1

**TITLE:** Bonds, notes and coupons paid

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are coupons and notes redeemed throughout the lifetime of the bond.

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after redeemed by the paying agency and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14982

3

**TITLE:** Budget apportionment files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after close of the fiscal year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14983

3

**TITLE:** Budget background records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are papers used to assist in the preparation of department budget requests presented to the city council.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14984

3

**TITLE:** Budget estimates and justification files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, and related schedules, and data.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 14985

3

**TITLE:** Budget information files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain documentation associated with the adoption of city's fiscal year budget, including mayor's recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

**RETENTION:**

Retain for 2 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14960

3

**TITLE:** Budget message

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-11(b)).

**RETENTION:**

Retain for 2 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after budget formally adopted and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14986

3

**TITLE:** Budget reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly and/or quarterly reports regarding the status of receipts and disbursements in comparison to annual budget. Reports are prepared for council and mayor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15029

1

**TITLE:** Building cards

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reference card files record the issuance of building permits, names of owner and contractor, address and type of permit. They are usually arranged numerically by permit number and serve as an index to the permit files.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 12498

1

**TITLE:** Building permit files

**DATES:** 1962-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**AGENCY:** Millville (Utah)

**SERIES:** 12498

**TITLE:** Building permit files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15030

1

**TITLE:** Building permit registers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15032

1

**TITLE:** Building plans, public buildings

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use of the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, government agency and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15031

1

**TITLE:** Building plans, residential

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of construction and final inspection and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15012

3

**TITLE:** Business license files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15084

1

**TITLE:** Capital project status report

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a monthly report of all current capital improvement projects. The report includes: information on funding comparing amounts, extra work orders and over-run authorizations for each project.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14955

1

**TITLE:** Census information files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14999

1

**TITLE:** Check copy file

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a carbon copy or photocopy of checks issued and maintained solely as a quick reference source.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15000

3

**TITLE:** Check register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a multi-columnar record with chronologically arranged entries of checks. Usually includes check number and amount of deposits per each account.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f)

**AGENCY:** Millville (Utah)

**SERIES:** 15075

3

**TITLE:** Chemical/radiological analyses

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

**AUTHORIZED:** 02-25-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15038

1

**TITLE:** City charter

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain constitution, bylaws and all amendments to city charters approved by the State Legislature.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15088

3

**TITLE:** Class "C" road funding project files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Class "c" road funding project files, GRS-1148.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15094

1

**TITLE:** Community development block grant

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the application and administration of projects funded under CDBG funds. These projects include both direct grants and regrants. They include the application, reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f)).

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15064

3

**TITLE:** Connection books

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system, and are referred to as "the bible."

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15065

3

**TITLE:** Construction drawings

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These drawings illustrate the extension, improvement, or upgrade of water, sewer, or power lines. They are used by contractors to construct projects, and for reference and informational purposes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15040

1

**TITLE:** Contracts and agreements files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 12495

3

**TITLE:** Council minutes

**DATES:** 1906-

**ARRANGEMENT:** Generally chronological or reverse chronological by meeting date.

**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 authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of matters handled by the council and legal actions taken.

**AGENCY:** Millville (Utah)

**SERIES:** 12495

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15073

3

**TITLE:** Cross connection control survey files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cross connection control survey files, GRS-1118.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15066

1

**TITLE:** Customer application records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. They include customer's name, address, and phone number; meter information, date and approval signature(s).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15067

1

**TITLE:** Customer deposit cards

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account closed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15076

3

**TITLE:** Daily operational log

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. The monthly summary is submitted to the State Health Department.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Daily operational log, GRS-1122.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15077

1

**TITLE:** Daily pump station well reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report is usually created from these daily reports.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15013

1

**TITLE:** Daily work logs

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or signature of crew chief.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15041

3

**TITLE:** Deeds files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15082

1

**TITLE:** Delivery tickets

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15001

3

**TITLE:** Deposit slips

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are bank cashiers' slips showing amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15050

1

**TITLE:** Development construction files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15095

1

**TITLE:** Diagrams, drawings, and maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are working copies of maps or real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after project rejected or until superseded or updated and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15024

3

**TITLE:** Disaster planning files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files are used to prepare city-wide plans for action to address emergency conditions.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14989

1

**TITLE:** Disposition records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are either forms or records completed by municipal agency when municipal property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after disposition of property and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15071

3

**TITLE:** Ditch flow records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms report the daily amounts delivered to various water companies. The amounts are totaled monthly and annually. They are used for litigation purposes and to verify amounts delivered. They include: name of company, date, amount of water delivered, and amount required.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Ditch flow daily records, GRS-1125.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15028

3

**TITLE:** Dog license files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the payment of license fees. They include: owner's name, breed of dog, sex, color, expiration date of license; expiration date of rabies vaccine, name of dog, indication if dog was altered, license fee, and when paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15089

1

**TITLE:** Drainage system repair list

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15085

1

**TITLE:** Drawings and diagrams

**DATES:** undated

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, north arrow, city title, scale and actual drawings.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15042

3

**TITLE:** Easement files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15128

1

**TITLE:** Election ballots

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are packets of official ballots of municipal elections cast by voters. They must be kept "unopened and unaltered for twelve months." If election is not contested the ballots are "burned without opening or examining the contents" (UCA 20-7-38, 20-5-45).

**RETENTION:**

Retain for 22 month(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after election unless election is contested and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 20-7-38 UCA 20-5-45

**AGENCY:** Millville (Utah)

**SERIES:** 15043

1

**TITLE:** Election canvasses

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15044

3

**TITLE:** Election records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in the municipal election (UCA 20-5-45(2)).

**RETENTION:**

Retain for 22 month(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after the election and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15045

3

**TITLE:** Election returns

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are books of tabulations counted by the election judges.  
They serve as the official tally of votes for municipal elections.

**RETENTION:**

Retain for 22 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Municipal election ballots and returns, GRS-1020.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14977

3

**TITLE:** Employee bonds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after expiration and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15121

3

**TITLE:** Employee earnings history record file

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These cumulative records contain information on individual earnings and municipal service.

**RETENTION:**

Retain for 65 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 14990

3

**TITLE:** Equipment inventories

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These inventories are listings of equipment, supplies, and other items owned or administered by municipality.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15014

1

**TITLE:** Equipment maintenance and repair records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of service repair and maintenance of municipality equipment, including office machines and furniture.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14978

3

**TITLE:** Fidelity bonds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of treasurer. Bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15078

1

**TITLE:** Field notes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14991

3

**TITLE:** Fixed asset files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14957

3

**TITLE:** General housekeeping files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until no longer needed for reference and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15002

3

**TITLE:** General ledgers

**DATES:** undated

**ARRANGEMENT:**

**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:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14979

1

**TITLE:** General obligation bonds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the municipality for the prompt and punctual payment of principal and interest on which the "full faith and credit" of the municipality (UCA 11-14-19).

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after paid or cancelled and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 29302

1

**TITLE:** General plans

**DATES:** 2016-

**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:** Millville (Utah)

**SERIES:** 29302

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Millville (Utah)

**SERIES:** 14958

3

**TITLE:** Grant files original applications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15061

1

**TITLE:** Hydrant maintenance records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include locations, notations and dates on annual inspections indicating physical characteristics, operation, flow check, pressure and leakage.

**RETENTION:**

Retain for 2 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after being superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15122

3

**TITLE:** Income tax files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

**RETENTION:**

Retain for 3 year(s) after superseded or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15086

1

**TITLE:** Informational maps and plats

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are city maps and plats for surveyors and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, center line measurements, blocks, and subdivision names.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15017

3

**TITLE:** Insurance deduction files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15025

3

**TITLE:** Insurance policy files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are insurance policy contracts between municipality and private insurers.

**RETENTION:**

Retain for 15 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15004

1

**TITLE:** Investment register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a record of all investments made by the municipality. A work sheet is kept on each investment including the check stub to institution issuing investment, plus a copy of the investment, and the check issued by the vendor and a validated receipt written by the municipality.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15018

3

**TITLE:** Leave data files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records of leave data.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15127

3

**TITLE:** Legal opinions

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of opinions rendered by the attorney's office for various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They include the date of the opinion, advice or opinion, and name of requesting office or department.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(17)

**AGENCY:** Millville (Utah)

**SERIES:** 15068

3

**TITLE:** Meter books

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. They include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15069

3

**TITLE:** Meter location records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

**RETENTION:**

Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter location records, GRS-1131.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after removal of meter and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15070

3

**TITLE:** Meter repair and testing files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

**RETENTION:**

Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter repair and testing files, GRS-1132.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after disposal of meter and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14959

3

**TITLE:** Minutes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**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.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)  
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15046

3

**TITLE:** Oaths

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**AGENCY:** Millville (Utah)

**SERIES:** 15046

**TITLE:** Oaths

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 12494

1

**TITLE:** Ordinances

**DATES:** 1902-

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**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:** Millville (Utah)

**SERIES:** 12494

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15096

1

**TITLE:** Owner project files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are files which document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements, deeds (given or taken), and related correspondence.

**RETENTION:**

Retain for 4 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after completion of redevelopment project and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15051

1

**TITLE:** Parks files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15123

3

**TITLE:** Payroll files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15124

3

**TITLE:** Payroll warrant register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This register is a numerical listing by check number or agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15087

1

**TITLE:** Permits to work in a public way

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction, traffic control, etc.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after bond expires and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15126

3

**TITLE:** Personal injury files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Agency Personnel File and copies submitted to the Utah Industrial Commission.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b)



**AGENCY:** Millville (Utah)

**SERIES:** 15047

1

**TITLE:** Petitions

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

**RETENTION:**

Permanent. Retain for 5 year(s) after resolution of issue

**DISPOSITION:**

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 for 5 years after resolution of issue and then State Archives for sampling purposes.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 12496

3

**TITLE:** Planning and zoning minutes

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

**AGENCY:** Millville (Utah)

**SERIES:** 12496

**TITLE:** Planning and zoning minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15057

3

**TITLE:** Planning Commission minutes

**DATES:** undated

**ARRANGEMENT:**

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15052

1

**TITLE:** Playground equipment records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records document playground equipment and tools loaned in connection with reserved park areas. They are used to maintain a record of location of equipment. They include name of group, name, address, phone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14961

3

**TITLE:** Policies and procedures

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15083

1

**TITLE:** Project files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15048

1

**TITLE:** Proof of publication

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 14962

3

**TITLE:** Publications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar materials printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. The State Archives should receive one copy of all municipal publications.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15062

1

**TITLE:** Pump test files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the results of tests conducted on pumping equipment. These tests are used to annually certify pumping capabilities. They are used to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, results of various tests, time taken, and remarks.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after equipment replaced and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15005

3

**TITLE:** Receipt books

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15053

1

**TITLE:** Recreation program files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These program files document specific recreation programs sponsored by the municipality. They are used for reference in developing future programs. They include flyers of specific programs, receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15006

3

**TITLE:** Refund request

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This may be a form signed by the customer which requests a refund of fund paid to the agency.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15131

1

**TITLE:** Remittance stubs

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15054

1

**TITLE:** Reservation files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include the request form (date of request, name of group, number of people, name, address, and phone number of requesting person, area and park requested, time, date, and amount paid).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15049

1

**TITLE:** Resolutions

**DATES:** undated

**ARRANGEMENT:**

**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.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15058

1

**TITLE:** Rezoning files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document attempts to rezone areas within municipality. They contain the original application; review forms; maps of areas involved; copies of investigative reports; copies of planning commission minutes; notice of hearings; copies of ordinances; copies of city council agenda.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15007

3

**TITLE:** Sales and use tax return forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms are required by the State Tax Commission to report quarterly sales and to remit the amount collected and due to the state (e.g., municipal swimming pools).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15039

1

**TITLE:** Scrapbooks

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These books contain a chronological record of the city. They include photographs, newspaper clippings and other items pertaining to the activities, actions, and reactions of citizens. Usually filed chronologically by calendar year, then by date.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15059

1

**TITLE:** Site review plans files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the regulatory review and approval of commercial and industrial site plans by various municipality departments. The files contain a checklist of approvals; copies of the recommendations of planning commission; cash receipts, site plan review forms; investigative reports and recommendations; building plans and related correspondence.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15022

3

**TITLE:** Solicited and unsolicited bids and proposal files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15026

1

**TITLE:** Special assessment ledgers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These ledgers record the expenditures for taxes levied for special assessments.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14980

3

**TITLE:** Special improvement bonds

**DATES:** 1867-

**ARRANGEMENT:**

**DESCRIPTION:**

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvements bonds to pay costs of improvements in the district against funds created by the assessment (UCA 10-16-27).

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal special improvement bonds, GRS-793.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until paid or cancelled and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15008

3

**TITLE:** State Treasurer's accounting statements

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly reports of monies deposited with and invested by the State Treasurer under the State Money Management act of 1974 (UCA 51-7). These statements are required by law (UCA 51-7-9). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State treasurer's pooled investment reports, GRS-827.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15090

3

**TITLE:** Street cleaning records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street cleaning records, GRS-1165.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15091

1

**TITLE:** Street maintenance records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15092

3

**TITLE:** Street name and house number files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15060

1

**TITLE:** Subdivision review case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with zoning ordinances.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14992

1

**TITLE:** Surplus property case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the sale of surplus municipal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**RETENTION:**

Retain for 6 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15009

1

**TITLE:** Telephone bills

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the actual bills for telephone service and long distance toll charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 14987

3

**TITLE:** Tentative budget

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May (UCA 10-6-111).

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15019

3

**TITLE:** Time and attendance report files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are a record of hours worked, sick leave, vacation, and overtime, and holidays earned and taen by municipal employees.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15021

1

**TITLE:** Training records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15011

1

**TITLE:** Travel reimbursement requests

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document requests made by travelers for reimbursements of out of pocket expenses.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15010

1

**TITLE:** Travel-passenger reimbursement files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records relating to the reimbursement of employees for for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting paper documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15093

3

**TITLE:** Trouble control report

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Trouble control report, GRS-1171.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15063

3

**TITLE:** Unclaimed property files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer before November for previous fiscal year (UCA 78-44-18) and forms completed by finder of lost property and delivered to a local law enforcement agency. The finder of lost property shall sign a statement stating "how the property came into his possession, including time, date, and place, and stating that he does not know...[owner] and his possession of it is not unlawful" (UCA 77-24a-3). A notice is placed in a local newspaper. If not claimed after 3 months, the finder may claim property upon the "payment of cost incurred for advertising and storage" (UCA 77-24a-5). If not claimed the property may be sold at auction and the proceeds pay "necessary expenses incurred in the preservation of such property and return balance to the state treasurer" (UCA 77-24-4).

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 01-22-2024

**FORMAT MANAGEMENT:**

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

**AGENCY:** Millville (Utah)

**SERIES:** 15063

**TITLE:** Unclaimed property files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15015

3

**TITLE:** Vehicle maintenance records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a daily record of maintenance on all department vehicles. It is used to provide a maintenance history of all department vehicles. It includes work order numbers, dates, maintenance performed, mileage of vehicle, type of problem, name of driver, and action taken.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15016

1

**TITLE:** Vehicle registration certificates

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These registration forms document municipal ownership of vehicle.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until life of vehicle and transfer with sale of vehicle.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Millville (Utah)

**SERIES:** 15023

1

**TITLE:** Vouchers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

An official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15020

1

**TITLE:** Wage survey files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis, of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15079

3

**TITLE:** Water consumption reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. They include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b)

**AGENCY:** Millville (Utah)

**SERIES:** 15080

3

**TITLE:** Water stock purchase files

**DATES:** undated

**ARRANGEMENT:**

**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:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**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 after sale of stock and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15081

1

**TITLE:** Well pumping records files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records showing the amount of water pumped from each well in district system. The records show operating time, power used, pumping water level and static level.

**RETENTION:**

Retain for 1 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after summary report is compiled and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millville (Utah)

**SERIES:** 15125

3

**TITLE:** Workers' compensation claim files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

**RETENTION:**

Retain for 75 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years after final settlement and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302(1)(b)