

Retention and Classification Report

Agency: Monroe (Utah) (666)

Monroe City Hall
10 North Main
Monroe, UT 84754
435 527-4621

Records Officer: _____

29665	Minutes
29035	Ordinances

AGENCY: Monroe (Utah)

SERIES: 29665

3

TITLE: Minutes

DATES: 1889-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION 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 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 documentation of the issues handled by the city council and actions taken.

PRIMARY DESIGNATION:

Public

AGENCY: Monroe (Utah)

SERIES: 29035

3

TITLE: Ordinances

DATES: 1892-

ARRANGEMENT: Generally chronological by date of adoption.

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

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 documentation of decisions and actions of the city council.

AGENCY: Monroe (Utah)

SERIES: 29035

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.