

## 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
29683	*Sexton's Record
29684	*Water meter location record book
29672	*Young Men's Mutual Improvement Association (YMMIA) minutes

**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.

**AGENCY:** Monroe (Utah)

**SERIES:** 29683

**TITLE:** Sexton's Record

**DATES:** 1869-2018.

**ARRANGEMENT:** Generally chronological by death or burial date.

**DESCRIPTION:**

This series contains information about burials in the cemetery.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently 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 individuals buried in the cemetery that is valuable for genealogical purposes. The records also provide documentation of the operation of the cemetery over the years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Monroe (Utah)

**SERIES:** 29684

3

**TITLE:** Water meter location record book

**DATES:** 1947.

**ARRANGEMENT:** Likely geographical by block or street.

**DESCRIPTION:**

This series contains a book used to track water meter locations on the west side of the town. Most information is regarding locations of meters but can include notes about installation and maintenance of water lines.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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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 representative documentation of public utilities operations in Utah towns.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Monroe (Utah)

**SERIES:** 29672

3

**TITLE:** Young Men's Mutual Improvement Association (YMMIA) minutes

**DATES:** 1878-1886.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series contains minutes of meetings for the Monroe Young Men's Mutual Improvement Association.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 early development of the Young Men's Mutual Improvement Association and of nineteenth century community life in Monroe.

**PRIMARY DESIGNATION:**

Public