

Retention and Classification Report

Agency: Moroni (Utah) (669)

80 South 200 West
P.O. Box 870
Moroni, UT 84646
435-436-8359

Records Officer: _____

29395	Budgets
26430	Cemetery records
26428	Codified ordinances
26431	Council minutes
29304	General plans
26429	Ordinances
26432	Planning commission minutes

AGENCY: Moroni (Utah)

SERIES: 29395

3

TITLE: Budgets

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year.
It documents the actual spending of a governmental entity and may
be certified by a budget officer and filed with the state
auditor.

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:

APPRAISAL:

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

AGENCY: Moroni (Utah)

SERIES: 26430

1

TITLE: Cemetery records

DATES: 1870-

ARRANGEMENT: Chronological.

DESCRIPTION:

These books are sexton's records for the Moroni City Cemetery, also referred to as the Moroni City Cemetery Records. The books include each person's death date, place, burial location, cause of death, and sometimes provide more personal information such as age, birth date, birthplace, their parents names, religion, and occupation. An index book provides reference to deaths 1870-1970.

RETENTION:

Permanent. Retain until administrative need ends

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 permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

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

AGENCY: Moroni (Utah)

SERIES: 26430

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26428

1

TITLE: Codified ordinances

DATES: 1975, 2000-

ARRANGEMENT: Chronological by year and thereunder numerical by code number

DESCRIPTION:

These books contain the legislative action taken by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. These ordinances have been compiled and codified for easy reference.

RETENTION:

Permanent. Retain until administrative need ends

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 permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

AGENCY: Moroni (Utah)

SERIES: 26428

TITLE: Codified ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Moroni (Utah)

SERIES: 26431

3

TITLE: Council minutes

DATES: 1867-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). These minutes includes an index for minutes from 1994 to 2001. The minutes form 1950 through 1972 are missing.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Moroni (Utah)
SERIES: 26431
TITLE: Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Moroni (Utah)

SERIES: 29304

1

TITLE: General plans

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Moroni (Utah)

SERIES: 29304

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Moroni (Utah)

SERIES: 26429

1

TITLE: Ordinances

DATES: 1902-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action taken by the city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Permanent. Retain until administrative need ends

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 permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

These records have administrative, fiscal, 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: Moroni (Utah)

SERIES: 26429

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Moroni (Utah)

SERIES: 26432

3

TITLE: Planning commission minutes

DATES: 1977-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

AGENCY: Moroni (Utah)

SERIES: 26432

TITLE: Planning commission minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public