

Retention and Classification Report

Agency: Mount Pleasant (Utah) (671)

Mount Pleasant
106 West Main
Mount Pleasant, UT 84647
435-462-2456

Records Officer: _____

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AGENCY: Mount Pleasant (Utah)

SERIES: 26361

3

TITLE: Audit reports

DATES: 1957,1971,1973,1975,1977,1979-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year.

"The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

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

AGENCY: Mount Pleasant (Utah)

SERIES: 26361

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository 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: Mount Pleasant (Utah)

SERIES: 26364

3

TITLE: Cemetery records

DATES: 1878-

ARRANGEMENT: Chronological by burial date.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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: Mount Pleasant (Utah)

SERIES: 26364

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 84796

1

TITLE: Cemetery records

DATES: 1878-1980.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These cemetery record volumes consist primarily of interment registers, but also include occasional lists of plot owners, and some limited financial/personnel records. Interment registers generally consist of the name of the deceased, the date and place of birth, date and place of death, names of parents, attending physician, cause of death, and the location of the grave, but the contents of each volume do vary and all may not include all of the preceding information. Some registers may also include information on the construction of the vault, the sexton's name, and the occupation, religion, and marital status of the deceased. Not all information is given for all burials. The plot owner lists generally consist of the name of the purchaser, the amount paid, the date, and a description of the lots purchased. The financial/personnel records consist primarily of a listing of the individuals employed by the cemetery, the days they worked, and the amount paid to them. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

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

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AGENCY: Mount Pleasant (Utah)

SERIES: 84796

TITLE: Cemetery records

(continued)

APPRAISAL:

These records have historical value(s).

These records document deaths, burials, and ownership of cemetery lots in Mount Pleasant.

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 26355

3

TITLE: Council minutes

DATES: 1869-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

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

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends.

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AGENCY: Mount Pleasant (Utah)

SERIES: 26355

TITLE: Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 26359

1

TITLE: Incorporation papers

DATES: 1868.

ARRANGEMENT: Chronological by date

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 26365

3

TITLE: Minutes - redevelopment agency

DATES: 1987-

ARRANGEMENT: Chronological by date

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:

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DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Mount Pleasant (Utah)

SERIES: 26365

TITLE: Minutes - redevelopment agency

(continued)

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 26360

1

TITLE: Ordinances and resolutions

DATES: 1874-

ARRANGEMENT: Chronological by date of book

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 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.

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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: Mount Pleasant (Utah)

SERIES: 26360

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Mount Pleasant (Utah)

SERIES: 26362

3

TITLE: Planning commission minutes

DATES: 1980-

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)).

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AGENCY: Mount Pleasant (Utah)

SERIES: 26362

TITLE: Planning commission minutes

(continued)

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Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public