

Retention and Classification Report

Agency: Murray (Utah) (679)

5025 South State Street
Murray, UT 84107
801 264-2664

Records Officer: _____

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AGENCY: Murray (Utah)

SERIES: 22733

3

TITLE: Accounts payable

DATES: 1996-

ARRANGEMENT: Numerical

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 18173

1

TITLE: Annexation petitions

DATES: 1956-

ARRANGEMENT: Chronological

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 AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical and administrative significance because they document the annexation of property into city limits and the reasons and considerations behind the annexation.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 30413

3

TITLE: Annual Reports

DATES: 1962-

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent value as a summary record of city finances and operations over time.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 30721

3

TITLE: Bids and Request for Proposals records

DATES: 2021-

ARRANGEMENT: Chronological by date processed.

DESCRIPTION:

This series includes requests for proposals, bids for services request by Murray City, and related records. Records are used to determine pricing information. Records may include bid recaps, pricing documentation, company information and project specifications.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Murray (Utah)

SERIES: 14258

3

TITLE: Building plans, nonresidential

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 commercial, industrial, or apartment structures. 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, 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:

Permanent. Retain for 7 year(s)

DISPOSITION:

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 for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Murray (Utah)

SERIES: 14257

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:

Permanent. Retain for 1 year(s) after end of project or program

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 1 year after completion of construction and final inspection and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These building plans are being retained as a representative sample.

AGENCY: Murray (Utah)

SERIES: 27354

1

TITLE: City cemetery interment record

DATES: 1874-

ARRANGEMENT: Numerical by burial number.

DESCRIPTION:

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:

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: For records beginning in 1874 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The interment register has permanent value.

AGENCY: Murray (Utah)

SERIES: 27354

TITLE: City cemetery interment record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27294

3

TITLE: City council minutes

DATES: 1903-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the Murray city council. The summarize discussions at council meetings and document all actions and decisions of the council. Information includes date and time of meetings, names of those present.

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.

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.

APPRAISAL:

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

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

AGENCY: Murray (Utah)

SERIES: 27294

TITLE: City council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 5962

1

TITLE: City maps

DATES: 1918-

ARRANGEMENT: Alphanumerical by

DESCRIPTION:

These are city maps and plats for surveys 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, centerline measurements, blocks, and subdivision names.

RETENTION:

Permanent. Retain for 1 year(s)

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Old maps provide historical information about Murray City.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 10270

3

TITLE: Civil Service Commission minutes

DATES: 1990-

ARRANGEMENT: None

DESCRIPTION:

These bound volumes contain the minutes of the monthly meetings of the Civil Service Commission which covers the Police and Fire Departments (UCA 10-3-1005).

RETENTION:

Permanent. Retain for 20 year(s)

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 for 20 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27296

3

TITLE: Council minutes index

DATES: 1904-1983.

ARRANGEMENT: Alphabetical by broad subject category and thereunder chronological.

DESCRIPTION:

The Murray City council minutes index provides access to the minutes. Information in the index includes broad subject entries, followed by a few detailed remarks, finally the date the issue was discussed in council. Some examples of broad subjects include agreements, cemetery, contracts, deeds, easements, licenses, ordinances, resolutions, and zoning.

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.

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.

Digital image: Retain in Office permanently.

APPRAISAL:

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

The index provides access to council minutes which are the city's fundamental historical record.

AGENCY: Murray (Utah)

SERIES: 27296

TITLE: Council minutes index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27606

3

TITLE: Environmental Assessment

DATES: 1975.

ARRANGEMENT:

DESCRIPTION:

Location Study by Coon, King and Knowlton consulting engineers and land surveyors with Murray City Corp for Murray City.
Location studied is 5300 to 5600 South

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
Disposition based on value of this 1975 environmental study as a basis of location selection in Murray, Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 29305

1

TITLE: General plans

DATES: 2000-

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: Murray (Utah)

SERIES: 29305

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Murray (Utah)

SERIES: 30068

3

TITLE: History of Murray

DATES: 1936.

ARRANGEMENT: None.

DESCRIPTION:

This series contains a copy of a history compiled by city recorder R. R. Rasmussen. The history was sanctioned by the Board of City Commissioners and focused particularly on the history of city government, with some background information on the community from the earliest European settlement to municipal incorporation in 1902. Rasmussen drew heavily from city records and from interviews with long-time residents in compiling the history. It includes a variety of information about city matters, such as the construction of City Hall and the Carnegie Library, operation of the fire department, change from a council form of government to a commission form, election results for each municipal election, and a summary of each mayor's administration. An appendix contains reminiscences of several long-time residents sent to Rasmussen upon his request. The copy of the history held by the State Archives appears to be a bound photocopy of the original. It includes a note that Chapter V about the Incorporation of Murray City, consisting of pages 28-129, was omitted from this copy and that it is included in a copy on file in the City Records Office. The text also refers to a map of the city that is not included in this copy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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.

AGENCY: Murray (Utah)

SERIES: 30068

TITLE: History of Murray

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as both a secondary and primary source of documentation of Murray City government and of the community.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 1952

3

TITLE: Individual earnings record

DATES: 1943-1977; 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

Individual earnings record. These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until microfilmed and then destroy provided microfilm has passed inspection and or until 3 years after retirement or death.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office until microfilmed.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Murray (Utah)

SERIES: 1952

TITLE: Individual earnings record

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Murray (Utah)

SERIES: 10271

3

TITLE: Insurance Commission minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 20 year(s)

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 for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Murray (Utah)

SERIES: 84896

4

TITLE: Municipal revenue bonds

DATES: i 1952-1959.

ARRANGEMENT: Numerical according to bond number.

DESCRIPTION:

The governing body of the municipality levies the assessment based on an ordinance or resolution. These bonds are payable only from funds collected from extensions and improvements on revenue producing facilities such as water and sewer services or public utilities. To obtain a bond, bids are received and reviewed. The bonds are sold at a set price and mature within a given time period as they accrue interest. Information includes state, county and city that issues the bond; series number and date; amount of the bond; legal stipulations and rate per annum; and the mayor and city recorder's signatures. The debt must be for projects located in the lawful limits of the city according to law.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1952 through 1959.
Retain in Office for 40 years and then destroy.

Microfilm master: Retain in Archives permanently.

AGENCY: Murray (Utah)

SERIES: 5963

3

TITLE: Murray City diversion dam drawing

DATES: 1932.

ARRANGEMENT: Alphanumerical by

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Murray (Utah)

SERIES: 30555

3

TITLE: Murray City planning records

DATES: 1966-

ARRANGEMENT: Alphanumeric by project number

DESCRIPTION:

This series documents the various functions of the Murray City Planning and Zoning Department, and include documentation that provides evidence of requested changes to zoning regulations, conditional use permitting and other other land uses. Records include applications, maps and plans.

RETENTION:

Retain permanently

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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 75 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Murray (Utah)

SERIES: 27332

1

TITLE: Ordinances

DATES: 1903-

ARRANGEMENT: Numerical by ordinance number.

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.

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 and then microfilm.

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

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: Murray (Utah)

SERIES: 27332

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 10272

3

TITLE: Personnel Administration Board minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 20 year(s)

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 for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Minutes document the history and administrative decisions of Murray City.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 10273

3

TITLE: Personnel files

DATES: 1990-

ARRANGEMENT: Alphanumerical by name

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) after 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: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Murray (Utah)

SERIES: 10273

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Murray (Utah)

SERIES: 30722

3

TITLE: Police towing package records

DATES: 2020-

ARRANGEMENT: Chronological by submission date.

DESCRIPTION:

This series contain records documenting the towing companies utilized by the Murray City Police Department. The series contains records documenting towing companies information, including proof of locations in Murray. tow trucks, tow truck operators, telephone numbers, business licenses, insurance policies. Documentation of the ability to tow both "hold for owner" and "state tax" and records documenting the ability to accept cash or credit card payment at the scene of the tow.

RETENTION:

Retain for 6 year(s) after administrative value has been met

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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Murray (Utah)

SERIES: 30722

TITLE: Police towing package records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Murray (Utah)

SERIES: 14861

3

TITLE: Polychlorinated Biphenyls (PCB) Records

DATES: 1979-

ARRANGEMENT: Alphabetical by PCB Case File

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Records used to comply with the Environmental Protection Agency requirements (40 CFR Part 761, 1992) on testing, storing, and disposal of Polychlorinated Biphenyls (PCB). PCB is any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance. Files include PCB certified test reports, annual reports, disposal records, certificates of destruction and disposal contractor agreements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on recommendation of the agency and the specific requirements of 40 CFR 761.180.

AGENCY: Murray (Utah)

SERIES: 14861

TITLE: Polychlorinated Biphenyls (PCB) Records

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Murray (Utah)

SERIES: 27361

3

TITLE: Public hearing minutes

DATES: 1980-1996.

ARRANGEMENT: Chronological.

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 Utah Code 52-4-7 (1997).

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: For records beginning in 1980 through 1996. Retain in Office permanently.

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

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). Minutes have permanent research value.

AGENCY: Murray (Utah)

SERIES: 27361

TITLE: Public hearing minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 25208

3

TITLE: Publications

DATES: 2003-

ARRANGEMENT: Chronological by publication year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Murray or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include Annual Report (1962-63).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27824

3

TITLE: Redevelopment Agency minutes

DATES: 1982-

ARRANGEMENT: chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of the redevelopment agency. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." An official agenda is also included.

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.

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

Computer data files: Retain in Office permanently.

APPRAISAL:

AGENCY: Murray (Utah)

SERIES: 27824

TITLE: Redevelopment Agency minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27291

1

TITLE: Resolutions

DATES: 1906-

ARRANGEMENT: Chronological to 1940 thereafter numerical by resolution number

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 (1997)).

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.

Digital image: Retain in Office permanently.

Microfilm duplicate: 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.

AGENCY: Murray (Utah)

SERIES: 27291

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 30067

3

TITLE: Revised Ordinances

DATES: 1911

ARRANGEMENT: Numerical by chapter and section.

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the laws adopted by the city council and published for general use.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 10269

3

TITLE: Safety council minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 20 year(s)

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 for 20 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Murray (Utah)

SERIES: 27362

3

TITLE: Utah Community Progress Books

DATES: 1978-1986.

ARRANGEMENT: Chronological, thereunder by topic

DESCRIPTION:

These ten volumes document Murray City's participation in the Utah Community Progress (UCP) program from 1978 to 1986. The compiled books provide a detailed report about the city's goals and improvement projects. The Murray Community Progress Committee was organized in May 1980. The local committee compiled progress reports covering two-year periods: 1978-1980, 1980-1982, 1982-1984, and 1984-1986. Community members were also invited to report accomplishments to the committee. The Utah Community Progress program (sponsored by Utah State University Extension Program, the Utah League of Cities and Towns, and the Utah Department of Community Affairs) was created in 1972 to promote quality leadership and direction for Utah. The program sponsored an annual progress award to municipalities which did the best job in following through to meet specific goals. Awards consisted of cash prizes and recognition. Community Progress goals fit into one of five areas of emphasis--Planning, Human Relations and Cultural Enrichment, Economic Development, Physical Environment, and Community Services. Communities were to document community accomplishments "through pictures, newspaper clippings, and articles, accomplishments in the improvement" of the specific area of emphasis.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

AGENCY: Murray (Utah)

SERIES: 27362

TITLE: Utah Community Progress Books

(continued)

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

The Murray City scrapbooks provide valuable research material to document the history of the city.

PRIMARY DESIGNATION:

Public