

Retention and Classification Report

Agency: Nephi (Utah) (690)

21 East 100 North
Nephi, UT 84648
435 623-0822

Records Officer: _____

85017	City Council minutes
29307	General plans
84604	Incident reports
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AGENCY: Nephi (Utah)

SERIES: 85017

4

TITLE: City Council minutes

DATES: i 1889-

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

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

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

AGENCY: Nephi (Utah)

SERIES: 29307

1

TITLE: General plans

DATES: 2013-

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: Nephi (Utah)

SERIES: 29307

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Nephi (Utah)

SERIES: 84604

3

TITLE: Incident reports

DATES: 1970-

ARRANGEMENT: numerical by case number

DESCRIPTION:

These reports document police calls which required additional investigation or follow-up. This record includes type of crime, name, date of birth, address, phone number, premises where offense was committed, point of entrance, type of property, tools, weapon or means used, vehicle used, date of crime, crime classification, day and time occurred, location of incident, officer's name, badge number, and case number.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84605

3

TITLE: Minor case dispositions report

DATES: 1970-

ARRANGEMENT: alphanumerical by case number and incident reports

DESCRIPTION:

This is an itemized report of police calls which did not require any further follow-up. This record includes the location, date, time, type of incident, persons involved, disposition, remarks, officer's name, and number, and case number.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84606

3

TITLE: Officer's daily logs

DATES: 1978-

ARRANGEMENT: chronological

DESCRIPTION:

This is a report of the daily activity of individual police officers. This record includes officer's name, date, shift, complaint number, time received, time of arrival, time completed, type call, address, and notes/disposition.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Nephi (Utah)

SERIES: 84607

3

TITLE: Officer's patrol car mileage logs

DATES: 1984-

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a daily account of the mileage and up keep of individual patrol cars. This record includes vehicle number, mileage, record of up keep of vehicle, and signature of officer.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Nephi (Utah)

SERIES: 13106

1

TITLE: Ordinances

DATES: undated

ARRANGEMENT: none

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:

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.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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.

PRIMARY DESIGNATION:

Public