

## Retention and Classification Report

**Agency:** Newton (Utah) (692)

Newton Town Hall  
51 South Center, P.O. Box 146  
Newton, UT 84327  
435-563-9283

**Records Officer:** \_\_\_\_\_

|       |                                   |
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| 22345 | Audit reports                     |
| 22196 | Council minutes                   |
| 22403 | Library board minutes             |
| 22343 | Newton Irrigation company minutes |
| 22402 | Planning and zoning minutes       |
| 22401 | Resolutions                       |

**AGENCY:** Newton (Utah)

**SERIES:** 22345

3

**TITLE:** Audit reports

**DATES:** 1911-1930, 1965-

**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)). Also included are various expenditures from 1911 to 1930. There are no available audit records from 1931 through 1964 except what may be included in the minutes.

**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 Office permanently.

**AGENCY:** Newton (Utah)

**SERIES:** 22345

**TITLE:** Audit reports

(continued)

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

**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 UCA 51-2-3(3) (2008)

**AGENCY:** Newton (Utah)

**SERIES:** 22196

3

**TITLE:** Council minutes

**DATES:** 1900-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records are the minutes of the town of Newton. They include appointments of town employees, the approval for issuance of bonds for the town to put in the city water, telephone, electric lights and and other utilities and all other important and historical actions taken by the town. From 1900 to 1955, ordinances and resolutions are also included.

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 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, and/or historical value(s).

**AGENCY:** Newton (Utah)

**SERIES:** 22196

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Newton (Utah)

**SERIES:** 22403

3

**TITLE:** Library board minutes

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision. Also includes scrapbook items.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

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Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

**AGENCY:** Newton (Utah)

**SERIES:** 22403

**TITLE:** Library board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Newton (Utah)

**SERIES:** 22343

3

**TITLE:** Newton Irrigation company minutes

**DATES:** 1889-

**ARRANGEMENT:** Alphabetical by name, Chronological by year

**DESCRIPTION:**

These are the minutes of the Newton Irrigation Company that was founded in 1889. The associated irrigation reservoir is said to be the oldest in the United States. The name was changed in 1939 to the Newton Water User Association when the Bureau of Reclamation built a new dam for the reservoir. This record collection includes the minutes, tax accounts, bylaws and some financial reports. The minutes after 1939 contain the resolutions and bylaws of the Newton Water User Association and the water stock was transferred to the new entity at this time.

**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:**

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**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Newton (Utah)

**SERIES:** 22343

**TITLE:** Newton Irrigation company minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3)(2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008)

**AGENCY:** Newton (Utah)

**SERIES:** 22402

3

**TITLE:** Planning and zoning minutes

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**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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**AUTHORIZED:** 10-28-2020

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**AGENCY:** Newton (Utah)

**SERIES:** 22402

**TITLE:** Planning and zoning minutes

(continued)

authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Newton (Utah)

**SERIES:** 22401

3

**TITLE:** Resolutions

**DATES:** 1940-

**ARRANGEMENT:** Chronological

**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)). These resolution for Newton city were used to bond for water projects, One resolution was used to buy land to have access to water rights used for the town. Includes maps which refer directly to various resolutions.

**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 resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

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**AGENCY:** Newton (Utah)

**SERIES:** 22401

**TITLE:** Resolutions

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.