

# Retention and Classification Report

**Agency:** Ogden (Utah). City Council (725)

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Ogden, UT 84401  
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**Records Officer:** \_\_\_\_\_

85142	Annexations
30454	Land use ordinance files
27389	*Minute book indexes
05316	Minutes
18497	Ordinance working files
09730	Ordinances
85051	*Petitions
24032	Publications
03963	Resolutions
04442	Revised Ordinances
29893	Water Works Committee minutes

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 85142

4

**TITLE:** Annexations

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

These files document the annexation of property into the city boundaries. They usually contain correspondence, citizen petitions, maps and the official annexation action approved by the city council.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 30454

3

**TITLE:** Land use ordinance files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by ordinance number.

**DESCRIPTION:**

This series contains files documenting the adoption of ordinances adopted for changing the zoning designation for certain areas in the city.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Rezoning records, GRS-661.

**AUTHORIZED:** 11-08-2018

**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).

This series has permanent historical value as documentation of the process of redesignating uses for areas of the city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 27389

3

**TITLE:** Minute book indexes

**DATES:** 1851-1989.

**ARRANGEMENT:** Chronological by year, thereunder Alphabetical  
**DESCRIPTION:**

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

**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 1851 through 1989. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1990 and continuing to the present. Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: For records beginning in 1851 through 1930. Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These indexes have permanent historical value as they facilitate access to the minute book, which contain primary documentation of City Council business..

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 27389

**TITLE:** Minute book indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 5316

3

**TITLE:** Minutes

**DATES:** 1851-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the official records of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**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 or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

M-Disc: Retain in State Archives permanently with authority to weed.

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

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

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 5316

**TITLE:** Minutes

(continued)

**APPRAISAL:**

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

The minutes document the decisions made and actions taken by the city council.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 18497

3

**TITLE:** Ordinance working files

**DATES:** 1889-1931

**ARRANGEMENT:** Generally chronological by year.

**DESCRIPTION:**

This series contains files documenting the process of formulating and adopting ordinances.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**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 or until administrative need ends, whichever occurs later and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Ogden (Utah). City Council

**SERIES:** 9730

3

**TITLE:** Ordinances

**DATES:** 1870-

**ARRANGEMENT:** Chronological by adoption date.

**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 for 11 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives 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.

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 9730

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 85051

4

**TITLE:** Petitions

**DATES:** i 1912-1939.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Requests from individuals, groups, or businesses within the community, based on issues or concerns are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1912 through 1939.  
Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy  
provided microfilm has passed inspection.

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

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 24032

3

**TITLE:** Publications

**DATES:** 2001-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on taxation, public safety, public works, and other services provided by the city of Ogden. Consists primarily of isolated publications not part of a more specific series.

**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 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:** Ogden (Utah). City Council

**SERIES:** 3963

3

**TITLE:** Resolutions

**DATES:** 1880-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Resolutions are a course of action or formal statement of a decision made by the city council. The decision may perform the same function as a city ordinance, but punishments, fines, and forfeitures may not be imposed by resolution. Unlike ordinances, resolutions may become effective without publication or public posting, but must do so within three months from the date of passage. Topics of resolutions usually deal with establishing water and sewer rates; charges for garbage collection; creating personnel policies and guidelines; passing or defeating proposed budgets for the municipal government; and regulating the use and operation of municipal property.

**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: For records prior to and including 1918. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1880 through 1951. Retain in State Archives permanently.

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

Paper: For records beginning in 1918 and continuing to the present. Retain in Office permanently after being microfilmed.

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 3963

**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.

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 4442

3

**TITLE:** Revised Ordinances

**DATES:** 1881-

**ARRANGEMENT:** Chronological by publication date, thereunder numerical by chapter and section.

**DESCRIPTION:**

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

**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 ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of the evolution of municipal laws over time.

**AGENCY:** Ogden (Utah). City Council

**SERIES:** 4442

**TITLE:** Revised Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Ogden (Utah). City Council

**SERIES:** 29893

3

**TITLE:** Water Works Committee minutes

**DATES:** 1908-1910

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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:**

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 historical value(s).

This series has permanent historical value as documentation of the administration of early water utilities in Ogden.

**PRIMARY DESIGNATION:**

Public