

Retention and Classification Report

Agency: Ophir (Utah) (741)

P.O. Box 329
Stockton, UT 84071
435 882-1749

Records Officer: _____

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AGENCY: Ophir (Utah)

SERIES: 28586

3

TITLE: Administrative records

DATES: 1910-1920.

ARRANGEMENT: Generally chronological by date of document.

DESCRIPTION:

This series contains miscellaneous records documenting activity and functioning of Ophir Town government in the 1910's. The records seem to have survived more by chance than by design and are thus incomplete. Nevertheless, they contain information regarding a variety of issues handled by the town. The series includes such records as invoices and receipts, ordinances, documents from court cases, petitions from citizens, and a variety of correspondence. Among the notable topics addressed in the records are the licensing of businesses, the movement to build a Carnegie library, and regulations to control the spread of disease.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: 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.

APPRAISAL:

These records have historical value(s).

This series contains some permanent records, most notably ordinances, as well as a variety of documents that would normally not be retained permanently. Nevertheless, the entire series has permanent historical value because it has survived as some of the only documentation of Ophir Town government from the time period and as a representative example of the operation of town governments in the time period.

AGENCY: Ophir (Utah)

SERIES: 28586

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 30793

3

TITLE: Adopted budgets

DATES: 2010-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contain the adopted budget plan for financial operations of Ophir Town for a fiscal year. It documents the actual town spending and may be certified by a budget officer and filed with the state auditor.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

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

AGENCY: Ophir (Utah)

SERIES: 28543

3

TITLE: Council minutes

DATES: 1890-

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 52-4-203 (2) (2009).

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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Paper: 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.

AGENCY: Ophir (Utah)

SERIES: 28543

TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the business and official actions of the town council.

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 30935

3

TITLE: Election records

DATES: 1936-1997.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains several examples of voting records kept by the town of Ophir, and represent various processes related to running a municipal election. Records include tally lists, declarations of candidates and returns.

RETENTION:

Retain permanently

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:

APPRAISAL:

These records have historical value(s).

Records contain a variety of examples of election records that document the municipal election process.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-310(2008).

AGENCY: Ophir (Utah)

SERIES: 28539

3

TITLE: Financial ledger

DATES: 1907, 1909-1914, 1918.

ARRANGEMENT: Chronological by transaction date.

DESCRIPTION:

This series contains a ledger book used to track town finances. Most of the book is devoted to listing all the income and expenses of the town government, but during 1907 the book was used to record licensing fees and in 1912-14 it was also used to list all the town checks deposited.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as rare surviving documentation of the operation of the Ophir Town in the early twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 30791

3

TITLE: Financial reports

DATES: 1989-

ARRANGEMENT: None.

DESCRIPTION:

This series contains financial reports created for the town of Ophir. Records include information about general revenue expenditures.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).
Records document the creation of the town budget.

PRIMARY DESIGNATION:

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

AGENCY: Ophir (Utah)

SERIES: 3531

3

TITLE: Justice docket

DATES: 1876-1895.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This single volume contains holographic copies of justice court records. It is used to document individual civil cases heard by the Ophir Precinct Justice Court. It contains the date, the names of the parties involved, the complaint or reason for the hearing or court appearance, the name of the justice of the peace, the names of the attorneys, the type of papers filed, and the decision rendered in the case.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary informational value to researchers. This volume describes the civil cases heard in Ophir. It will provide additional information on the early days of an early mining community.

AGENCY: Ophir (Utah)

SERIES: 3531

TITLE: Justice docket

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Ophir (Utah)

SERIES: 28584

3

TITLE: Liquor license petitions and bonds

DATES: 1911-1916.

ARRANGEMENT: Generally chronological by date of petition or bond.

DESCRIPTION:

This series contains bonds submitted by liquor dealers as required in order to maintain a liquor license. Most of the bonds are issued by the American Surety Company, but some are backed by local businessmen. The bonds typically include such information as the name of the bonded person(s), the name of the sureties backing the bond, the bond amount, the expiration date, the signature of the bonded party(ies) and an affidavit signed by the sureties.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: 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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the functioning of a mining town government in the early 20th century.

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 28585

3

TITLE: Official bonds

DATES: 1912, 1914-1916.

ARRANGEMENT: Chronological by date of bond, thereunder alphabetical by name of official.

DESCRIPTION:

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

These records have historical value(s).

While employee bonds are typically only retained for 3 years after they expire, the bonds in this series have permanent historical value as representative examples of bonds documenting the identity of Ophir Town officials and the bonding process for municipal officials in the early 20th century.

PRIMARY DESIGNATION:

Public

AGENCY: Ophir (Utah)

SERIES: 30792

3

TITLE: Survey of Local Government Finances reports

DATES: 2008-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains published surveys of local government finances retained by the town of Ophir.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).
Records may contain annual budget information .

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2020).