

## Retention and Classification Report

**Agency:** Panguitch (Utah) (755)

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25 South 200 East  
Panguitch, UT 84759  
435-676-8585

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

24352	Audit reports
09934	Council minutes
24323	Library board of trustees minutes
24350	Ordinances
24352	Audit reports

**AGENCY:** Panguitch (Utah)

**SERIES:** 24352

3

**TITLE:** Audit reports

**DATES:** 1942-1944; 1951-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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)).

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Panguitch (Utah)

**SERIES:** 24352

**TITLE:** Audit reports

(continued)

**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

**AGENCY:** Panguitch (Utah)

**SERIES:** 9934

3

**TITLE:** Council minutes

**DATES:** 1899-

**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:**

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Panguitch (Utah)

**SERIES:** 9934

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

Disposition is based on the historic and legal value of these records in documenting the growth and change of Panguitch.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Panguitch (Utah)

**SERIES:** 24323

3

**TITLE:** Library board of trustees minutes

**DATES:** 1918-1945; 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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. The books also includes a 1950 listing of books. The minutes are spotty from 1918-1927 and 1934-1935. Minutes are regular from 1927-1933, 1936-1939, and 1944-1945. No board minutes have been found for the periods 1940-1944 and 1946-1987.

**RETENTION:**

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**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

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**AGENCY:** Panguitch (Utah)

**SERIES:** 24323

**TITLE:** Library board of trustees minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Panguitch (Utah)

**SERIES:** 24350

1

**TITLE:** Ordinances

**DATES:** 1897-

**ARRANGEMENT:** Chronological by date, thereunder numeric 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 (1977). 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.

Microfilm master: For records beginning in 1897 through 1953.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1897 through 1953.  
Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
Disposition is based on the legal and historic importance of these records in documenting the growth, governance, and development of Panguitch



**AGENCY:** Panguitch (Utah)

**SERIES:** 24350

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Panguitch (Utah)

**SERIES:** 24351

1

**TITLE:** Zoning ordinances

**DATES:** 1955; 1984-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

**RETENTION:**

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**DISPOSITION:**

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Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
Disposition is based on the historic, legal, and administrative value of these records in stipulating (and documenting) the growth of Panguitch over time.

**AGENCY:** Panguitch (Utah)

**SERIES:** 24351

**TITLE:** Zoning ordinances

(continued)

**PRIMARY DESIGNATION:**

Public