Retention and Classification Report

Agency: Panguitch (Utah) (755)

PO Box 75
25 South 200 East
Panguitch, UT 84759
435-676-8585

Records Officer: _____

24352	Audit reports
24325	*Business license register
24371	*Civil and criminal justice docket
09934	Council minutes
24327	*Criminal justice dockets
24321	*Estray record
24323	Library board of trustees minutes
24326	*Marshal's arrest register
24350	Ordinances
24320	*Poll tax and water tax register
24322	*Revised ordinances
24370	*Utah Community Progress scrapbooks
24371	*Civil and criminal justice docket

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: 24325 1
TITLE: Business license register
DATES: ca. 1953-1956.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They include license number, date bond was filed, to whom granted, nature of business, place of business, and amount of license.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24371 3
TITLE: Civil and criminal justice docket
DATES: 1911-1921.
ARRANGEMENT: Alphabetical by crime type (civil or criminal), thereunder chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This docket documents cases heard by the justice of the peace court. This preprinted book is divided into two sections (civil cases and criminal cases). The civil cases contain cases from 1911-1918, while the criminal section cover the period from 1911-1921. The docket include name of the justice court judge, names of plaintiff and defendant, charge, date case heard, summary of case, decision, fines, and justice of peace signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the secondary historical value of documenting life in early Panguitch.

AGENCY: Panguitch (Utah)

SERIES: 24371
TITLE: Civil and criminal justice docket

(continued)

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: 24327 3
TITLE: Criminal justice dockets
DATES: 1886-1930.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These three dockets document misdemeanor cases heard by the justice of the peace court. The cases largely concern public intoxication and disturbing the peace violations. Recorded information includes: names of defendant, attorney, dates, changes in actions, fines, decisions, pleas, judgments rendered, and signature of the justice of the peace. The volumes contain alphabetical indexes listing the name and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

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.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the docket's secondary research value in documenting crime in early Panguitch. The first volume predates the incorporation of Panguitch in 1899 by more than a decade.

AGENCY: Panguitch (Utah)

SERIES: 24327
TITLE: Criminal justice dockets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24321 3
TITLE: Estray record
DATES: 1901-1934.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book documents stray animals located within Panguitch and actions taken. It includes date, description of animal, action taken, fine levied or auction cost. From 1933-1934, it only includes receipt number, name, amount, and year. The volume is titled "Day-Book."

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the records secondary value. This volume's colorful descriptions of stray animals and actions taken provide a unique view of the community 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:

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:

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: 24323
TITLE: Library board of trustees minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24326 3
TITLE: Marshal's arrest register
DATES: 1900-ca. 1912.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

This book documents arrests made by the city marshal. It includes arrest date, name of person arrested, offense charged, conviction or acquittal date, fine, imprisonment, person's description, discharge date, and any remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the records secondary research value. This volume is the oldest law enforcement record in Garfield county and documents crime in Panguitch.

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: 24320 3
TITLE: Poll tax and water tax register
DATES: 1900-1918.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book documents work on city roads. Male residents of Panguitch were assessed a tax for city road maintenance and improvements. The assessment could be satisfied either with labor or cash payment. The book includes the person's name, street, date notified, notice number, payment type (labor/cash), total, receipt number, and remarks. A summary lists individual names, amount credited, and disbursement. The back of the book includes a listing of water taxes collected from 1910-1922. The book contains an alphabetical index.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the record's secondary research value. It documents road construction in Panguitch and the contribution of individual residents.

AGENCY: Panguitch (Utah)

SERIES: 24320
TITLE: Poll tax and water tax register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24322 1
TITLE: Revised ordinances
DATES: 1953; 1975; 1993.
ARRANGEMENT: Chronological, thereunder numerical by titles, chapter, section, and parts.
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24370 1
TITLE: Utah Community Progress scrapbooks
DATES: 1975-1995.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of these scrapbooks in documenting life and events in Panguitch.

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:

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 after being microfilmed.

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

Microfilm duplicate: 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 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