

## Retention and Classification Report

**Agency:** Plymouth (Utah) (786)

PO Box 130  
20120 North 5200 West  
Plymouth, UT 84330  
435-458-3646

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

24982	Audit reports
24981	Council minutes
24983	Ordinances - zoning, public utilities, annexation, water

**AGENCY:** Plymouth (Utah)

**SERIES:** 24982

3

**TITLE:** Audit reports

**DATES:** 1972-

**ARRANGEMENT:** Chronological

**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 with authority to weed.

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

**AGENCY:** Plymouth (Utah)

**SERIES:** 24982

**TITLE:** Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**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:** Plymouth (Utah)

**SERIES:** 24981

3

**TITLE:** Council minutes

**DATES:** 1959-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**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 52-4-7 (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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

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**AGENCY:** Plymouth (Utah)

**SERIES:** 24981

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Plymouth (Utah)

**SERIES:** 24983

1

**TITLE:** Ordinances - zoning, public utilities, annexation, water

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by type, thereunder chronological by 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. The town of Plymouth ordinances include: 1981 and 1997 zoning ordinances, 1988 public utilities authority and annexation ordinances, and 1977 and 1999 water ordinances.

**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:**

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**AGENCY:** Plymouth (Utah)

**SERIES:** 24983

**TITLE:** Ordinances - zoning, public utilities, annexation, water

(continued)

**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.

**PRIMARY DESIGNATION:**

Public