Retention and Classification Report

Agency: Plain City (Utah) (788)

4160 West 2200 North
Plain City, UT 84404
801 731-4908

Records Officer: _____

85244	*Audit reports
85016	*City Council minutes
29042	Ordinances

AGENCY: Plain City (Utah)

SERIES: 85244 4
TITLE: Audit reports
DATES: i 1919-1965; 1971.
ARRANGEMENT: Chronological
DESCRIPTION:

Financial records for each office are audited annually as required by law. The audit examines all revenues received, and compares them to the expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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: Plain City (Utah)

SERIES: 85016 4
TITLE: City Council minutes
DATES: i 1863-1966.
ARRANGEMENT: Chronological according to date of entry.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1863 through 1966. Retain in State Archives permanently.

AGENCY: Plain City (Utah)

SERIES: 29042 1
TITLE: Ordinances
DATES: 1944-
ARRANGEMENT:
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: 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 decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.