Retention and Classification Report

Agency: Redmond (Utah) (835)

Redmond Town Hall
45 West Main, P.O. Box 117
Redmond, UT 84652
435-529-3278

Records Officer: _____

09618	Audit reports
09622	Cemetery cards
09616	Cemetery deed register
09620	Council minutes
09619	Ordinances (codified)
09615	Perpetual care books

AGENCY: Redmond (Utah)

SERIES: 9618 3
TITLE: Audit reports
DATES: 1939-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

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 after being microfilmed.

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

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

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.

AGENCY: Redmond (Utah)

SERIES: 9618
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Redmond (Utah)

SERIES: 9622 3
TITLE: Cemetery cards
DATES: ca. 1912-
ARRANGEMENT: Alphabetical by name of owner of lot
DESCRIPTION:

There are two cards for each lot and owner. The first card includes the owner's name, the location of the lot, the owner's residence and the number of graves on that lot. The second card contains listings for each burial on the lot: generally the name of the deceased, their birth and death dates , and occasionally names of relatives.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9616 3
TITLE: Cemetery deed register
DATES: 1912-
ARRANGEMENT: Chronological
DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They may include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

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PRIMARY DESIGNATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9620 3
TITLE: Council minutes
DATES: 1957-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1)(e) (2008)

AGENCY: Redmond (Utah)

SERIES: 9620
TITLE: Council minutes

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Redmond (Utah)

SERIES: 9619 1
TITLE: Ordinances (codified)
DATES: 1890-
ARRANGEMENT: Numerical by title
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 714. An ordinance includes the title, preamble, an ordaining clause, 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 after being microfilmed.

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

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.

AGENCY: Redmond (Utah)

SERIES: 9619
TITLE: Ordinances (codified)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9615 3
TITLE: Perpetual care books
DATES: 1958-
ARRANGEMENT: Alphabetical by name of owner
DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

These records have historical value(s).

AGENCY: Redmond (Utah)

SERIES: 9615
TITLE: Perpetual care books

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PRIMARY DESIGNATION:

Public