

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: _____

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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: 9614

3

TITLE: Estray book

DATES: 1898-1918.

ARRANGEMENT: Chronological

DESCRIPTION:

These books record the impounding of stray animals within the city limits. They are used to document the issuance of citations and fines for violations of city ordinances.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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.

PRIMARY DESIGNATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9621

3

TITLE: Justice docket

DATES: 1891-1905; 1918-1947.

ARRANGEMENT: Chronological

DESCRIPTION:

Actions taken of charges brought before the Justice. The records contain the name, date, charges, circumstances, and disposition of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

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:

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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:

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AUTHORIZED: 11-14-2018

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APPRAISAL:

These records have historical value(s).

AGENCY: Redmond (Utah)

SERIES: 9615

TITLE: Perpetual care books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9613

1

TITLE: Treasurer's financial records

DATES: 1899-1920.

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

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