

Retention and Classification Report

Agency: Richfield (Utah) (838)

PO Box 250
75 East Center
Richfield, UT 84701
435 896-6430

Records Officer: _____

29401	Budgets
28859	City Council minutes
28903	Ordinances
28875	Planning Commission minutes
28904	Revised Ordinances

AGENCY: Richfield (Utah)

SERIES: 29401

3

TITLE: Budgets

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Richfield (Utah)

SERIES: 28859

3

TITLE: City Council minutes

DATES: 1878-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

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:

Error - Format Type is invalid.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: 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 the decisions and action of the city council.

AGENCY: Richfield (Utah)

SERIES: 28859

TITLE: City Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Richfield (Utah)

SERIES: 28903

1

TITLE: Ordinances

DATES: 1898-

ARRANGEMENT: Chronological by adoption 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 Utah Code 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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Microfilm master: 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 the actions of the city council and the laws in force in the city.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Richfield (Utah)

SERIES: 28875

3

TITLE: Planning Commission minutes

DATES: 1975-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

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:

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APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the issues considered and actions taken by the planning commission.

AGENCY: Richfield (Utah)

SERIES: 28875

TITLE: Planning Commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Richfield (Utah)

SERIES: 28904

1

TITLE: Revised Ordinances

DATES: 1898-

ARRANGEMENT: Chronological by publication date, thereunder by chapter and section.

DESCRIPTION:

These books contain the published version of city ordinances.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: 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 compiled, published laws of Richfield over time.

PRIMARY DESIGNATION:

Public