

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
28920	*Daughters of the Utah Pioneers histories
28903	Ordinances
28875	Planning Commission minutes
28904	Revised Ordinances
04961	*Richfield Centennial materials

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: 28920

3

TITLE: Daughters of the Utah Pioneers histories

DATES: ca. 1918-1965.

ARRANGEMENT: Arbitrarily by topic.

DESCRIPTION:

This series contains histories compiled by the Daughters of the Utah Pioneers and given to Richfield City as documentation of local history.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in State Archives permanently 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 local history in Richfield and Sevier County.

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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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 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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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

AGENCY: Richfield (Utah)

SERIES: 4961

3

TITLE: Richfield Centennial materials

DATES: 1964.

ARRANGEMENT: By size, thereunder chronological by date.

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public