

# Retention and Classification Report

**Agency:** Richmond (Utah) (840)

Park Community Center  
90 South 100 West  
Richmond, UT 84333  
435-258-2092

**Records Officer:** \_\_\_\_\_

22350	Annual financial reports
22315	Cemetery burial card files
22346	City Council minutes
29323	General plans
22351	Ordinance and resolutions
22349	Ordinances and resolutions
22352	Public library minutes

**AGENCY:** Richmond (Utah)

**SERIES:** 22350

1

**TITLE:** Annual financial reports

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

**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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

**AGENCY:** Richmond (Utah)  
**SERIES:** 22350  
**TITLE:** Annual financial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22315

3

**TITLE:** Cemetery burial card files

**DATES:** 1859-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

**AGENCY:** Richmond (Utah)

**SERIES:** 22315

**TITLE:** Cemetery burial card files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22346

3

**TITLE:** City Council minutes

**DATES:** 1888-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**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 and then microfilm.

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Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

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

**AGENCY:** Richmond (Utah)

**SERIES:** 22346

**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Richmond (Utah)

**SERIES:** 29323

1

**TITLE:** General plans

**DATES:** 2013-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AGENCY:** Richmond (Utah)

**SERIES:** 29323

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Richmond (Utah)

**SERIES:** 22351

1

**TITLE:** Ordinance and resolutions

**DATES:** 1869-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION:**

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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:** Richmond (Utah)  
**SERIES:** 22351  
**TITLE:** Ordinance and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22349

1

**TITLE:** Ordinances and resolutions

**DATES:** 1913-

**ARRANGEMENT:** Chronological

**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 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.

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**AGENCY:** Richmond (Utah)

**SERIES:** 22349

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Richmond (Utah)

**SERIES:** 22352

3

**TITLE:** Public library minutes

**DATES:** 1916-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

**RETENTION:**

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**AGENCY:** Richmond (Utah)

**SERIES:** 22352

**TITLE:** Public library minutes

(continued)

**PRIMARY DESIGNATION:**

Public