

## Retention and Classification Report

**Agency:** Roosevelt (Utah) (848)

Roosevelt Municipal Building  
255 South State Street (36-8)  
Roosevelt, UT 84066  
435-722-5001

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

27565	*Accounts payable general ledger updates
25376	Annual audit reports
29403	Budgets
18209	Cemetery lot books/files
18210	Investigative and homicide case files
18208	Minutes and administrative records
25374	Ordinances
25375	Resolutions

**AGENCY:** Roosevelt (Utah)

**SERIES:** 27565

1

**TITLE:** Accounts payable general ledger updates

**DATES:** 2004-2007.

**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.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Roosevelt (Utah)

**SERIES:** 25376

3

**TITLE:** Annual audit reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**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.

**AGENCY:** Roosevelt (Utah)

**SERIES:** 25376

**TITLE:** Annual audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Roosevelt (Utah)

**SERIES:** 29403

3

**TITLE:** Budgets

**DATES:** 2009-

**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:** Roosevelt (Utah)

**SERIES:** 18209

3

**TITLE:** Cemetery lot books/files

**DATES:** 1919-

**ARRANGEMENT:** Chronological by burial date.

**DESCRIPTION:**

Roosevelt cemetery record books begin with a brief history of the cemetery. They also include a plot map and ledgers indicating plot ownership, and other documents relating to management of the cemetery. The interment register identifies persons buried in the cemetery and provides their name, date of birth, sex, father's name, mother's maiden name, date and cause of death, and burial location.

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

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

**AGENCY:** Roosevelt (Utah)  
**SERIES:** 18209  
**TITLE:** Cemetery lot books/files

(continued)

**APPRAISAL:**

These records have historical value(s).

These cards document burials in the Roosevelt City Cemetery. They include information about deaths that precede the regular keeping of death records in Duchesne County.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Roosevelt (Utah)

**SERIES:** 18210

3

**TITLE:** Investigative and homicide case files

**DATES:** 1971-

**ARRANGEMENT:** Chronological then by case number

**DESCRIPTION:**

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**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 Office permanently.



**AGENCY:** Roosevelt (Utah)

**SERIES:** 18210

**TITLE:** Investigative and homicide case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Roosevelt (Utah)

**SERIES:** 18208

3

**TITLE:** Minutes and administrative records

**DATES:** 1913-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Roosevelt (Utah)

**SERIES:** 18208

**TITLE:** Minutes and administrative records

(continued)

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Roosevelt (Utah)

**SERIES:** 25374

1

**TITLE:** Ordinances

**DATES:** 1996,1981-

**ARRANGEMENT:** Chronological by year

**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.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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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:** Roosevelt (Utah)

**SERIES:** 25374

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Roosevelt (Utah)

**SERIES:** 25375

1

**TITLE:** Resolutions

**DATES:** 1981-

**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)).

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**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Roosevelt (Utah)

**SERIES:** 25375

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public