

Retention and Classification Report

Agency: Sevier County (Utah). County Commission (879)

Sevier County Administration Bldg.
250 North Main
Richfield, UT 84701
(435)893-0401

Records Officer: _____

26356	*Codified ordinances
30576	*Commission meeting supplementary materials
26358	*General plan
26337	*Index to commission proceedings
84228	Minutes
24267	Ordinances
25223	Publications
26357	Resolutions
84228	Minutes

AGENCY: Sevier County (Utah). County Commission

SERIES: 26356

1

TITLE: Codified ordinances

DATES: 1979, 1995.

ARRANGEMENT: Chronologically by year published and thereunder numerically by section and title number.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

The Sevier County Commission published codified ordinances in 1979 and 1995. Codification means that the county compiled the accumulation of ordinances passed over time and published them in a systematic statement which is organized by topic.

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.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
Codified ordinances have historical value because they document changes in the law over time.

AGENCY: Sevier County (Utah). County Commission

SERIES: 26356

TITLE: Codified ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 30576

3

TITLE: Commission meeting supplementary materials

DATES: 1900-1904.

ARRANGEMENT: Arranged by topic, thereunder chronological by filing date.

DESCRIPTION:

This series contains supplementary materials that would have been presented to the Sevier County Commission during business meetings for review and approval. Records can include requests for payment, citizen petitions, letters and reports of county agencies.

RETENTION:

Retain permanently

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records provide additional context to historical meeting minutes of the county commission, and provide evidence of materials discussed and decisions made by the commission.

AGENCY: Sevier County (Utah). County Commission

SERIES: 30576

TITLE: Commission meeting supplementary materials

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Sevier County (Utah). County Commission

SERIES: 26358

3

TITLE: General plan

DATES: 1998.

ARRANGEMENT: none

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are comprehensive plans for county development adopted by the county commission. "Each county shall prepare a comprehensive general plan for: (a) the present and future needs of the county; and the growth and development of the land within the county or any part of the county" (UCA 17-27-301 [1995]). "The planning commission shall make and recommend to the [county commission] a proposed general plan for the area within the county" (UCA 17-27-302 [1995]). The plans serve as a guide for decision-making on re-zoning and other planning proposals and as the goals and policies of counties 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 environment element; (d) a public service and facilities 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 county considers appropriate" (UCA 17-27-302 [1995]). The plan may also include maps, plats, and charts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

AGENCY: Sevier County (Utah). County Commission

SERIES: 26358

TITLE: General plan

(continued)

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 26337

3

TITLE: Index to commission proceedings

DATES: 1964-1970.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

This index provides reference to subjects considered in Sevier County commission proceedings. These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

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.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have fiscal value(s).

These time sheets have a four year retention, however because of a law suit they are being retained until litigation is resolved.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228

4

TITLE: Minutes

DATES: i 1865-

ARRANGEMENT: The series is arranged chronologically by date of meeting. Volumes are labeled alphabetically, starting over in 1901.

DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and incorporating municipalities.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228

TITLE: Minutes

(continued)

APPRAISAL:

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

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Numerical by ordinance number, numbers assigned chronologically

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)). Early ordinances are in a book containing transcriptions of ordinances as well as some correspondence related to the establishment of individual ordinances. These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-53-223 (1)(a) (2000)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-20-1.7 (2000)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267

TITLE: Ordinances

(continued)

authority to weed.

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

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

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.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 25223

3

TITLE: Publications

DATES: 1969-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Sevier County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Comprehensive Report on Water & Sewer for Sevier County Utah" (1969) by Call Engineering and "Overall Economic Development Program" (1970).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Sevier County (Utah). County Commission

SERIES: 25223

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 26357

1

TITLE: Resolutions

DATES: 1989-

ARRANGEMENT: Chronological by date passed

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 [1995]). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

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.

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

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

Microfilm duplicate: Retain in Office permanently.

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: Sevier County (Utah). County Commission

SERIES: 26357

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 5916

3

TITLE: Zoning maps

DATES: 1965-

ARRANGEMENT:

DESCRIPTION:

Official zone map of Sevier County, Utah adopted by the Board of County Commissioners.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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