

## Retention and Classification Report

**Agency:** Springville (Utah) (1112)

Springville Civic Center  
110 South Main  
Springville, UT 84663  
801-489-2700

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

|       |   |
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| 29413 | Budgets                                 |
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**AGENCY:** Springville (Utah)

**SERIES:** 29413

3

**TITLE:** Budgets

**DATES:** 2010-

**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:** Springville (Utah)

**SERIES:** 28290

1

**TITLE:** Cemetery interment records

**DATES:** 1851-

**ARRANGEMENT:** Alphabetical and chronological.

**DESCRIPTION:**

This series contain several volumes used to record burials in the Springville City and Evergreen Cemeteries. The earliest book was begun in 1879 and records burials as early as 1851. Burials were listed alphabetically by family name in one section and listed chronologically in another section. The book also includes an early cemetery map, information about plot ownership, and "promiscuous" information on the burial of strangers and unknown individuals.

The second volume is arranged in alphabetical sections and repeats information from the earlier volume, with additional burials listed through 1947. The third volume is in reverse chronological order and overlaps with earlier and later volumes.

The fourth and fifth books ostensibly cover the City and Evergreen Cemeteries, respectively, but there is some cross-over in the two books. They are arranged chronologically and overlap earlier and later volumes. The most recent book picks up from the two preceding volumes and contains information on burials in both cemeteries, listed chronologically. The burial records in this series typically include such information as the name of the deceased, date and place of birth, date and place of death, cause of death, names of parents, last place of residence, burial date, and location of grave.

**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:**

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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

**AGENCY:** Springville (Utah)

**SERIES:** 28290

**TITLE:** Cemetery interment records

(continued)

authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the identity and location of burials in the Springville City and Evergreen Cemeteries.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Springville (Utah)

**SERIES:** 30707

3

**TITLE:** City Council public information packets

**DATES:** 2000-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains the public information packets provided to the city council containing supplementary materials to support discussions at the monthly council meetings.

**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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records provide context for discussions and decisions made by the Springville City Council.

**AGENCY:** Springville (Utah)

**SERIES:** 30707

**TITLE:** City Council public information packets

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Springville (Utah)

**SERIES:** 82997

3

**TITLE:** Council minutes

**DATES:** 1853-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**  
Proceedings of the city council.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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 authority to weed.

**APPRAISAL:**

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

**AGENCY:** Springville (Utah)

**SERIES:** 29341

1

**TITLE:** General plans

**DATES:** 2011-

**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:**

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



**AGENCY:** Springville (Utah)

**SERIES:** 29341

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Springville (Utah)

**SERIES:** 13462

3

**TITLE:** Library board minutes

**DATES:** 1921-1952, 1966-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the County 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:**

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.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Springville (Utah)

**SERIES:** 25205

3

**TITLE:** Publications

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Springville or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

"Flood Plain Information - Hobbie Creek" prepared for the city of Springville by the Department of the Army, Sacramento District Corps of Engineers (June 1973) Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**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.

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

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

**AGENCY:** Springville (Utah)

**SERIES:** 25205

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have administrative, and/or 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Springville (Utah)

**SERIES:** 13463

1

**TITLE:** Scrapbooks

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently.

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

**PRIMARY DESIGNATION:**

Public