

## 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:** 28278

3

**TITLE:** Accounting ledger

**DATES:** 1908-1910.

**ARRANGEMENT:** By expenditure category, thereunder chronological by date.

**DESCRIPTION:**

This series contains financial records for city government. The ledger was used to record both expenditures and income for the city, including expenditures for such things as employee salaries, road improvements, electrical plant operations, waterworks construction, street sprinkling, and city hall and public square maintenance. It also records income from such sources as fines, dog taxes, interest on bonds, and taxes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 representative documentation of the fiscal operation of municipal government in the early twentieth century.

**PRIMARY DESIGNATION:**

Public

**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:** 371

3

**TITLE:** Cemetery deed records

**DATES:** 1895-1932.

**ARRANGEMENT:** Numerical by deed number and chronological by issuing date.

**DESCRIPTION:**

This single book documents the sale of cemetery lots. It contains the city's copy of actual deeds issued to owners of cemetery lots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include: deed number, date issued, name of owner, amount of ground purchased, description of plot purchased, amount paid, and receipt number. In 1932, the city changed its method of selling cemetery plots and ceased issuing cemetery deeds.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**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 administrative, and/or historical value(s).

This retention is based on the historic value of these records to document ownership of plots in the Springville cemetery and the changing methods of managing the city cemetery. It may be used by both genealogists and local historians.

**AGENCY:** Springville (Utah)  
**SERIES:** 371  
**TITLE:** Cemetery deed records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2020.

**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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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:** 28282

3

**TITLE:** Cemetery plot care payment records

**DATES:** 1939-ca.1984.

**ARRANGEMENT:** Chronological by year and alphanumerical by plot number.

**DESCRIPTION:**

This series contains two ledgers used to record payments for care of cemetery plots. The ledgers initially note annual payments and later payments for perpetual care. They typically contain such information as the plot location, owner or occupant name, address, and amount paid each year. The series documents a period of transition between annual care payments and the later requirement of payment for perpetual care.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 representative documentation of the transition from annual care payments to perpetual care.

**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:** 83025

3

**TITLE:** City ordinances

**DATES:** 1880-1988.

**ARRANGEMENT:** Chronological, thereunder numerical by ordinance number

**DESCRIPTION:**

**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 permanently or until microfilmed.

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

**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:** 381

3

**TITLE:** Ditches record

**DATES:** 1898-1900.

**ARRANGEMENT:** Alphanumerical by address.

**DESCRIPTION:**

This single volume contains a record of all ditches in Springville. It was used to identify all ditches, their length, their directional flow, and ownership of adjacent property. It contains: address, name of ditch, and names of owners.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historic value of these records to document water rights in Springville.

**AGENCY:** Springville (Utah)

**SERIES:** 381

**TITLE:** Ditches record

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**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:** 395

3

**TITLE:** Justice docket

**DATES:** 1883-1895.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This single volume is used to record individual cases heard by the Springville Precinct Justice of the Peace Court. They contain: names of involved parties, attorneys, judge; action taken; papers filed, and judgements rendered.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

This retention is based to document the actions of the justice of the peace court in Springville.

**AGENCY:** Springville (Utah)

**SERIES:** 395

**TITLE:** Justice docket

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Springville (Utah)

**SERIES:** 13461

3

**TITLE:** Library accessions

**DATES:** 1926-1966.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Library accession records, GRS-1199.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1960. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records prior to and including 1960. Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 1960. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1960 and continuing to the present. Retain in Office until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**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:** 399

3

**TITLE:** Ordinances, amendments and resolutions

**DATES:** 1893-1972.

**ARRANGEMENT:** Numerical by ordinance or resolution number.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed 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 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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**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:**

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

**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