

Retention and Classification Report

Agency: Spring City (Utah) (1113)

Spring City Hall
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Records Officer: _____

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AGENCY: Spring City (Utah)

SERIES: 29870

3

TITLE: Audit reports

DATES: 1940-2006

ARRANGEMENT: Chronological by date of report

DESCRIPTION:

These are studies and reports prepared and produced as a result of an internal or external performance audit of an entity. Performance audit records summarize an entity's programs, operations, productivity, and compliance with applicable rules and laws. These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

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 for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29998

3

TITLE: Cemetery maps

DATES: 1891-1957

ARRANGEMENT: None.

DESCRIPTION:

This series contains various maps used to document the location of plots and burials in the Spring City cemetery. The oldest date to 1891 and are ink-on-linen drawings. More recent maps are black or blue line copies on paper and ink. The most recent dated copy is from 1957, but two undated copies include hand-written notations in addition to the printed data from the 1957 map and so are presumably newer.

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 or until administrative value has been met and then transfer to State Archives with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical and legal value as documentation of the layout of the Spring City cemetery and the location of burial plots.

AGENCY: Spring City (Utah)

SERIES: 29998

TITLE: Cemetery maps

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 27276

1

TITLE: City code

DATES: 2002-

ARRANGEMENT: Numerical by code number

DESCRIPTION:

Municipalities are empowered to "revise, codify, and compile...and to publish in book, pamphlet, or looseleaf form all ordinances." In 2004 Spring City published the "City Code of Spring City," which is a complete simplified code of all general or permanent city ordinances (See Utah Code, 10-3-707 [1977]). Spring City Code addresses the following: administration, committees and commissions, business and license regulations, public health and safety, motor vehicles and traffic, public ways and property, utilities, building and zoning and subdivision regulations, and impact fees. 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 (1977). 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:

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.

AGENCY: Spring City (Utah)

SERIES: 27276

TITLE: City code

(continued)

APPRAISAL:

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

Codified ordinances contain the complete simplified code of all general or permanent city ordinances.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 30013

3

TITLE: City plat map

DATES: 1888

ARRANGEMENT: None

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The record in this series is of permanent historical value as a record of the original layout, platting, and boundaries of Spring City, Utah.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Spring City (Utah)

SERIES: 8564

3

TITLE: Council minutes

DATES: 1871-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Spring City minutes provide details about the history and functioning of Spring City municipal government as well as financial information.

AGENCY: Spring City (Utah)

SERIES: 8564

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Spring City (Utah)

SERIES: 29943

1

TITLE: Financial records

DATES: 1913-2003

ARRANGEMENT: None.

DESCRIPTION:

This series contains records documenting the financial administration of Spring City. Included are several ledgers containing records of disbursements and receipts; budgets; treasurer's reports; water systems operating account; an accounting manual; statements of warrants and warrant register. These records relate to the documentation of the city's budget and the tracking of checks, claims, and accounts paid by the city. The warrant registers and treasurer's reports, as well as the disbursements/receipts ledgers track funds coming into and going out of the city's budget. Some are basic, noting only the beginning and ending balance of each month as well as the total amount of receipts and warrants redeemed or balanced. Others are broken down by city department. Most of the budget records are simply lists of the city's funds based on department; however, one budget ledger is very detailed and includes information on employee salaries, receipts, bank accounts, and more.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the management of a city's budget.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29943

TITLE: Financial records

(continued)

SECONDARY DESIGNATION(S):

Private.

One ledger (budget, 1975-1979) in this series includes payroll records containing social security numbers

AGENCY: Spring City (Utah)

SERIES: 8560

4

TITLE: Interment register

DATES: 1892-2014

ARRANGEMENT: Chronological by date of death.

DESCRIPTION:

This series documents burials in the Spring City Cemetery in the form of an historic, century-old, handwritten ledger maintained by the sexton. Ledger columns include the name of the deceased, their dates of birth and death, parents' names, the location of the grave, the cause of death, and the name of the doctor or medical attendant at the time of death. Not all columns are completed for all individuals. Cemetery block and lot numbers have been recorded since 1892. Recording individual grave space/site information was sporadic from the mid-1970s until it became standard practice in 1999. A partial list of sextons and their beginning dates of service is written on the inside of the front cover. The April 1991 filming covers deaths through March 8, 1991 (pages 112-113); the August 2009 filming includes deaths through April 16, 2009 (pages 124-125).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met 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 State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with

AGENCY: Spring City (Utah)

SERIES: 8560

TITLE: Interment register

(continued)

authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of these records in documenting deaths and burials in Spring City.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29892

3

TITLE: Justice Court appointment records

DATES: 2016-2017

ARRANGEMENT: By applicant name.

DESCRIPTION:

This series contains municipal appointment records which document the appointment of persons by the City Council or Mayor. These files include letters of recommendation, letters of appointment, resumes, and related correspondence. (GRS-1010)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the legal process of appointing justice court judges in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29853

3

TITLE: Justice dockets

DATES: 1868-1932; 1984-1990

ARRANGEMENT: Generally chronological by hearing date or numerical by case number.

DESCRIPTION:

This series contains dockets kept by the Justice Court of Spring City. The dockets feature records regarding the background and proceedings for cases brought before the court. Cases heard by the court were both criminal and civil. Each entry in these volumes includes such information as the name of the defendant, the date of the initial complaint or violation, the charges brought against and any fines imposed upon the defendants , and a summary of the sentence passed in the case. Most entries have been stamped "closed" or otherwise indicated to be transferred to the circuit court, dismissed, or voided. Some cases have a Uniform Citation & Information card attached which includes the address and signature of the defendant and information regarding summons to any assigned court dates. An alphabetical index is located at the front of each volume.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1868 through 1990. Retain in Office 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.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of cases handled in a local justice court, including marriages.

AGENCY: Spring City (Utah)

SERIES: 29853

TITLE: Justice dockets

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

Select records in this series may be designated Private according to 63G-2-302.

AGENCY: Spring City (Utah)

SERIES: 29884

3

TITLE: Meeting agenda and notices

DATES: 2007-2014

ARRANGEMENT: Chronological by meeting or notice date

DESCRIPTION:

Records of hearings held for various reasons including to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public, or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence (GRS-1655).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as evidence of the documentary value of a governmental entity's regulatory process and the goings-on in a small Utah town.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29894

3

TITLE: Municipal election records

DATES: 2015

ARRANGEMENT: None.

DESCRIPTION:

These records document primary and general elections administered by a municipality. They are used to verify that elections were held in accordance with statute. (GRS-1019)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Campaign financial disclosure statements, GRS-282.

AUTHORIZED: 08-13-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of a fair, legal election process.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 8562

1

TITLE: Ordinances

DATES: 1871-1941

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes. (GRS-49)

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 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: Spring City (Utah)

SERIES: 29863

3

TITLE: Planning and Zoning Committee minutes

DATES: 1995-2014

ARRANGEMENT: Chronological by meeting date

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting. (GRS-1709)

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 until administrative value has been met 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).

The records in this series are of permanent historical value as documentation of planning and zoning concerns in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 27274

3

TITLE: Policies

DATES: 1992-

ARRANGEMENT: None.

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

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.

APPRAISAL:

These records have administrative, and/or historical value(s). Policies have primary administrative value as they document procedures and processes for managing the city. Secondly, they document the history of city government.

AGENCY: Spring City (Utah)

SERIES: 27274

TITLE: Policies

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

AGENCY: Spring City (Utah)

SERIES: 29885

3

TITLE: Proof of publication notices

DATES: 1974-2014

ARRANGEMENT: Chronological by publication date

DESCRIPTION:

Records of hearings held for various reasons including to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public, or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as evidence and documentation of a city's regulatory process and its regular goings-on.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29897

1

TITLE: Public utilities payment records

DATES: 1921-1998

ARRANGEMENT: By utility type thereunder chronological.

DESCRIPTION:

This series contains ledgers used to track municipal water and sewer utility bills and payments. The ledgers contain such information as customer names, debits, credits, notes indicating status of service, and any outstanding balances.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the management of public utilities.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29905

1

TITLE: Record of Estrays

DATES: 1902-1953

ARRANGEMENT: Chronological by date animal was taken up.

DESCRIPTION:

These records are created during the conduct of animal control and shelter programs. Records include biting incidents, licenses, euthanasia, adoptions, investigations, citations, complaints and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

The record in this series is of permanent historical value as representation of how municipalities dealt with the issue of stray animals.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 27273

1

TITLE: Resolutions

DATES: 1954, 1974, 1976, 1977, 1982, 1983, 1987-

ARRANGEMENT: Roughly alphabetical by topic

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 (1977)).

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.

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: Spring City (Utah)

SERIES: 27273

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29916

3

TITLE: Revised ordinances

DATES: 1892-1931

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes (GRS-49).

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 until administrative value has been met and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the governance of municipalities.

PRIMARY DESIGNATION:

Public

AGENCY: Spring City (Utah)

SERIES: 29887

3

TITLE: Special assessment records

DATES: 1913-1940

ARRANGEMENT: Chronological by date of project and thereunder alphabetical by property owner surname

DESCRIPTION:

These records document the levy and assessment of special taxes and the assessment of specific geographical areas for special projects, including improvement projects. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest. (GRS-950)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the growth and improvement of a small city in Utah and as documentation of the legal status, and rights and obligations of individuals and local governments.

PRIMARY DESIGNATION:

Public