

Retention and Classification Report

Agency: Sunset (Utah) (1136)

Sunset City Corporation
200 West 1300 North
Sunset, UT 84015
801-825-1628

Records Officer: _____

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AGENCY: Sunset (Utah)

SERIES: 85134

4

TITLE: Annual budgets

DATES: i 1950-1954.

ARRANGEMENT: Chronological

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of Sunset. The budget is drafted in light of the previous year's estimated budget compared to the actual expenditures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1950 through 1954.
Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85103

4

TITLE: Applications for building permits

DATES: i 1953-1955.

ARRANGEMENT: Numerical by application number

DESCRIPTION:

Builders must apply for permission to build within the city limits. Application information includes type of building, location, square footage, estimated completion date, and type of construction.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1953 through 1955.
Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 85046

4

TITLE: Audit reports

DATES: i 1936-1966.

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1936 through 1966.
Retain in State Archives permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Sunset (Utah)

SERIES: 84964

4

TITLE: City Council minutes

DATES: i 1958-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION:

Retain permanently

DISPOSITION:

May 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 authority to weed.

AGENCY: Sunset (Utah)

SERIES: 84933

4

TITLE: City roster

DATES: undated

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:
List of city residents and their addresses.

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.

AGENCY: Sunset (Utah)

SERIES: 85047

4

TITLE: Deeds and transfers

DATES: i 1950-1957.

ARRANGEMENT: Alphabetical by name of property owner

DESCRIPTION:

Deeds record information about the ownership of property within the municipal boundaries. Information includes name of owner; addresses of grantor and grantee; description of property; and date property was transferred to grantor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1950 through 1957.
Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 29343

1

TITLE: General plans

DATES: 2012-

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: Sunset (Utah)

SERIES: 29343

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Sunset (Utah)

SERIES: 85141

4

TITLE: Miscellaneous records

DATES: i 1948-1949.

ARRANGEMENT: Chronological.

DESCRIPTION:

Various records that record claims, bonds, certificates, contracts, correspondence, minutes, and estimates for the city of Sunset.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1948 through 1049.
Retain in State Archives permanently.

AGENCY: Sunset (Utah)

SERIES: 29053

1

TITLE: Ordinances

DATES: 1935-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Sunset (Utah)

SERIES: 85050

3

TITLE: Petitions

DATES: i 1953-1956.

ARRANGEMENT: Chronological

DESCRIPTION:

Requests from individuals, groups, or businesses within the community, based on issues or concerns are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1953 through 1956.
Retain in State Archives permanently.

Microfilm master: For records beginning in 1953 through 1956.
Retain in State Archives permanently with authority to weed.

AGENCY: Sunset (Utah)

SERIES: 84894

4

TITLE: Resolutions

DATES: i 1944-1956.

ARRANGEMENT: none

DESCRIPTION:

Resolutions are a course of action or formal statement of a decision made by the city council. The decision may perform the same function as a city ordinance, but punishments, fines, and forfeitures may not be imposed by resolution. Unlike ordinances, resolutions may become effective without publication or public posting, but must do so within three months from the date of passage. Topics of resolutions usually deal with establishing water and sewer rates; charges for garbage collection; creating personnel policies and guidelines; passing or defeating proposed budgets for the municipal government; and regulating the use and operation of municipal property.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1944 through 1956.
Retain in State Archives 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.

PRIMARY DESIGNATION:

Public