

Retention and Classification Report

Agency: Tooele (Utah). City Council (1172)

90 North Main Street
Tooele, UT 84074
435 843-2100

Records Officer: _____

28473	Closed meeting minutes
28467	Meeting recordings
05010	Minutes
30595	Municipal code
28484	Ordinances
30614	Resolutions

AGENCY: Tooele (Utah). City Council

SERIES: 28473

3

TITLE: Closed meeting minutes

DATES: 2005-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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 Closed meeting records, GRS-1710.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in Office permanently.

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

AGENCY: Tooele (Utah). City Council

SERIES: 28473

TITLE: Closed meeting minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of business handled and decisions made by the city council.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-305(32)(2008)

AGENCY: Tooele (Utah). City Council

SERIES: 28467

1

TITLE: Meeting recordings

DATES: 1965-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

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:

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

APPRAISAL:

These records have historical value(s).

The recording in this series has permanent historical value as a rare surviving example of a recording of a city council meeting of its time period.

AGENCY: Tooele (Utah). City Council

SERIES: 5010

3

TITLE: Minutes

DATES: 1853-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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.

AGENCY: Tooele (Utah). City Council

SERIES: 5010

TITLE: Minutes

(continued)

APPRAISAL:

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

This series has permanent historical value as documentation of the business and decisions handled by the city council.

PRIMARY DESIGNATION:

Public UCA 52-4-7(3)(2008)

AGENCY: Tooele (Utah). City Council

SERIES: 30595

3

TITLE: Municipal code

DATES: 1978-

ARRANGEMENT: Numerically by chapter.

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 need is met and then transfer to State Archives 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 and the changes to law over time.

PRIMARY DESIGNATION:

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

AGENCY: Tooele (Utah). City Council

SERIES: 28484

3

TITLE: Ordinances

DATES: 1853-

ARRANGEMENT: Chronological by year, thereunder by adoption date or ordinance 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 (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 authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

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 documentation of the legislative actions of the city council.

AGENCY: Tooele (Utah). City Council

SERIES: 28484

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Tooele (Utah). City Council

SERIES: 30614

3

TITLE: Resolutions

DATES: 1910

ARRANGEMENT: Chronological.

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the Tooele City Council. They can perform the same function as an ordinance. The most commonly adopted resolutions include the following: adoption of budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as evidence of significant policy formulation and business processes of the government.

AGENCY: Tooele (Utah). City Council

SERIES: 30614

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

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