

## Retention and Classification Report

**Agency:** Washington City (Utah) (1273)

Washington City Hall  
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Washington, UT 84780  
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**Records Officer:** \_\_\_\_\_

30220	*Administrative records
24609	Annual audit and financial report
30207	Beautification commission records
28653	Board of Adjustment minutes
29418	Budgets
30240	Cemetery burial permits
24614	Cemetery indexes
30235	Cemetery maps
30241	Cemetery perpetual care records
30208	City building project records
24610	*City charter/incorporation
30218	*City history records
24613	*Codified ordinances revised
24612	*Community development books
28652	Conditional use permits
30225	Coral Canyon Special Service District minutes
30226	Coral Canyon Special Service District resolutions
30162	Council meeting materials
24615	Council minutes
24611	General plan
30205	General plan adjustments
30206	Historic preservation commission minutes
10883	*Historical scrapbook
30197	Management reports
30209	Municipal Building Authority minutes
30210	Municipal Building Authority resolutions
30214	Newsletters
30219	Official bonds
30177	Ordinances
30201	Planning Commission meeting minutes

30203	Power board minutes
30185	Resolutions
30211	Road dedication records
24616	*Water abstracts
30439	Zone change application files

**AGENCY:** Washington City (Utah)

**SERIES:** 30220

3

**TITLE:** Administrative records

**DATES:** 1931-2018.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

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

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as documentation of the administration of management of the municipality.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24609

3

**TITLE:** Annual audit and financial report

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**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 Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**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.

**AGENCY:** Washington City (Utah)

**SERIES:** 24609

**TITLE:** Annual audit and financial report

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30207

3

**TITLE:** Beautification commission records

**DATES:** 1990-1996

**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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

**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.

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as documentation of decisions made.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 28653

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1977-2012

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records in this series are of permanent historical value as representation of the decisions made by the Board of Adjustment.

**AGENCY:** Washington City (Utah)

**SERIES:** 28653

**TITLE:** Board of Adjustment minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Washington City (Utah)

**SERIES:** 29418

1

**TITLE:** Budgets

**DATES:** 2015-

**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 AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Washington City (Utah)

**SERIES:** 30240

3

**TITLE:** Cemetery burial permits

**DATES:** 1963-1991

**ARRANGEMENT:** None.

**DESCRIPTION:**

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as documentation of deceased persons buried in the city cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24614

3

**TITLE:** Cemetery indexes

**DATES:** 1858-

**ARRANGEMENT:** Alphabetical by name thereunder chronological by date

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**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 Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records in this series are of permanent historical value as documentation of deaths and burials.

**AGENCY:** Washington City (Utah)

**SERIES:** 24614

**TITLE:** Cemetery indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30235

3

**TITLE:** Cemetery maps

**DATES:** 1863-1991

**ARRANGEMENT:** Numerical by plot number.

**DESCRIPTION:**

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

**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 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 deaths and burials.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30241

3

**TITLE:** Cemetery perpetual care records

**DATES:** 1979-1989

**ARRANGEMENT:** Chronological by date paid.

**DESCRIPTION:**

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

**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 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 cemetery burials and perpetual care payments.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30208

3

**TITLE:** City building project records

**DATES:** 1988-2019

**ARRANGEMENT:** None.

**DESCRIPTION:**

Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**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).

Records in this series are of permanent historical value as documentation of city building projects.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24610

1

**TITLE:** City charter/incorporation

**DATES:** 1981.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

**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 with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Washington City (Utah)

**SERIES:** 30218

3

**TITLE:** City history records

**DATES:** 1970-2000.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**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).

Records in this series are of permanent historical value as documentation of the history of the city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24613

3

**TITLE:** Codified ordinances revised

**DATES:** 1977,1989.

**ARRANGEMENT:** Alphabetical by topic.

**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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

The record in this series is of permanent historical value as representation and documentation of municipal laws and regulations.

**AGENCY:** Washington City (Utah)

**SERIES:** 24613

**TITLE:** Codified ordinances revised

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24612

1

**TITLE:** Community development books

**DATES:** 1978-1982.

**ARRANGEMENT:** Chronological, thereunder numerical by book number  
**DESCRIPTION:**

These books documents the city's involvement in the Community Development and Progress Program. The books include goals, proposed actions, photographs, newspaper clippings, flyers, and brochures. One volume documents the community's homecoming showing former residents returning to Washington City and participating in various activities.

**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 Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 28652

1

**TITLE:** Conditional use permits

**DATES:** 1984-

**ARRANGEMENT:** Numerical by year and case number.

**DESCRIPTION:**

These records support the Planning Commission's function to make recommendations to the agency concerning conditional land use (Washington City Code 9-3-1(2013)). These records document the approval or denial of a petition and any required mitigation measures. Information includes the application as well as required exhibits and studies (Washington City Code 9-17-3(2013)).

**RETENTION:**

Permanent. Retain for 10 year(s)

**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: For records beginning in 1985 through 2013. Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

These records document the development and use of land and as such have historical value.

**AGENCY:** Washington City (Utah)

**SERIES:** 28652

**TITLE:** Conditional use permits

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Washington City (Utah)

**SERIES:** 30225

3

**TITLE:** Coral Canyon Special Service District minutes

**DATES:** 2001-2013

**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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

**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.

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as documentation of the business of the special service district and its relationship to the city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30226

3

**TITLE:** Coral Canyon Special Service District resolutions

**DATES:** 2001-

**ARRANGEMENT:** Numerical by resolution number.

**DESCRIPTION:**

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

**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 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 function and business of the district and its governing body.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Washington City (Utah)

**SERIES:** 30162

3

**TITLE:** Council meeting materials

**DATES:** 1990-2020

**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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

**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.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the management of local government and representation of the issues and topics of concern to the city council and the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24615

3

**TITLE:** Council minutes

**DATES:** 1909-2020

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**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 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.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Washington City (Utah)

**SERIES:** 24615

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The records in this series are of permanent historical value as documentation of city history and representation of city management and governance.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Washington City (Utah)

**SERIES:** 24611

1

**TITLE:** General plan

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**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" (UCA 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" (UCA 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 considers appropriate" (UCA 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.

**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

**AGENCY:** Washington City (Utah)

**SERIES:** 24611

**TITLE:** General plan

(continued)

authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

These records have historical value based on their evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30205

1

**TITLE:** General plan adjustments

**DATES:** 2013-2019

**ARRANGEMENT:** Chronological by date of application.

**DESCRIPTION:**

These files document applications to rezone property within the governmental entity. They contain the original application, review forms, maps of areas involved, copies of investigative reports, copies of planning commission minutes, notices of hearings, development agreements, 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 Office until administrative value has been met 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 the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30206

3

**TITLE:** Historic preservation commission minutes

**DATES:** 1994-1996

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series contains minutes and records kept by the Preservation Commission of Washington City. The minutes contain an agenda, a summary of the commission's discussion and any actions taken, a list of members in attendance, and the date and time of each meeting. Minutes are signed by the chairman. Also included are any supplementary materials shared with the commission. Topics covered include ordinance amendments, definitions of historic sites, coordination with the mayor and city council, long and short range goals, and specific preservation projects.

**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.

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as representation of items discussed and actions taken on preservation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 10883

3

**TITLE:** Historical scrapbook

**DATES:** 1857-1982.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

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

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).

Records in this series are of permanent historic value as documentation of the history and activities of the municipality.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Washington City (Utah)

**SERIES:** 30197

3

**TITLE:** Management reports

**DATES:** 2005-2011

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**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 representation of city management.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30209

3

**TITLE:** Municipal Building Authority minutes

**DATES:** 1995-

**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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

**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.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the function and actions of the Municipal Building Authority.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30210

3

**TITLE:** Municipal Building Authority resolutions

**DATES:** 1995-2019

**ARRANGEMENT:** Chronological by date of resolution.

**DESCRIPTION:**

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

**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 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 actions and decisions of the Municipal Building Authority.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30214

3

**TITLE:** Newsletters

**DATES:** 1985-

**ARRANGEMENT:** Chronological by publication date.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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

**APPRAISAL:**

These records have historical value(s).

This series is of permanent historical value as documentation of the events in, concerns of, and administration of the municipality.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30219

1

**TITLE:** Official bonds

**DATES:** 1937-1977

**ARRANGEMENT:** Chronological by date signed.

**DESCRIPTION:**

These are fidelity bonds or proof of insurance payable to the governmental entity conditioned for the faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body (Utah Code 10-3-819 (1987) and Utah Code 17-16-11(2007)).

**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 those who held political office in Washington City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30177

3

**TITLE:** Ordinances

**DATES:** 1937-

**ARRANGEMENT:** Chronological by date of ordinance.

**DESCRIPTION:**

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

**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.

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as documentation of the management of and legislative decisions made by local government.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30201

3

**TITLE:** Planning Commission meeting minutes

**DATES:** 1982-2019

**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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

**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.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as representation of the decisions and actions of the planning commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30203

3

**TITLE:** Power board minutes

**DATES:** 1984-2021

**ARRANGEMENT:** Chronological by meeting dates.

**DESCRIPTION:**

Open meeting minutes & supplementary materials include board packets, council packets, committee minutes, public notices, and related.

**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.

**APPRAISAL:**

These records have historical value(s).

Records in this series are of permanent historical value as representation and documentation of the decisions made by the power board.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Washington City (Utah)

**SERIES:** 30185

3

**TITLE:** Resolutions

**DATES:** 1937-2019

**ARRANGEMENT:** Numerical by resolution number.

**DESCRIPTION:**

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

**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 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).

Records in this series are of permanent historical value as representation of changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30211

3

**TITLE:** Road dedication records

**DATES:** 1993-2015

**ARRANGEMENT:** None.

**DESCRIPTION:**

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

**AUTHORIZED:** 09-01-1989

**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).

This series is of permanent historical value as documentation of road and street use.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 24616

1

**TITLE:** Water abstracts

**DATES:** 1922-1947.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the assessment for water usage. It includes the amount of the assessment, shares, owner's name, lot, block , and district number. The book was originally an 1890s Washington County financial ledger with a few faded entries (about 15 pages interspersed throughout the book). During the 1920s, Washington County gave Washington City their surplus volumes when the community was financially unable to purchase new ledger books. The assessments are recorded on the empty pages throughout the book. Page 1 contains both 1890s notations and explains the water assessments.

**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 Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington City (Utah)

**SERIES:** 30439

1

**TITLE:** Zone change application files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by year and case number.

**DESCRIPTION:**

The records pertain to the zone change applications issued by Washington City to document changes or expansions of nonconforming land uses that may require approval by the Planning Commission. The records may include zone change application, zone change description, site plans, verification records regarding original and current use, petitions from residents, correspondence, nonconforming use certificate, Planning Commission recommendations and related decisions.

**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: For records beginning in 1990 through 2020. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Records document the change in land use and development in Washington City.

**AGENCY:** Washington City (Utah)

**SERIES:** 30439

**TITLE:** Zone change application files

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-201(2)(2021).