

## Retention and Classification Report

**Agency:** Delta (Utah) (1382)

76 North 200 West  
Delta, UT 84624-9440  
435-864-2759

**Records Officer:** \_\_\_\_\_

|       |                               |
|-------|-------------------------------|
| 29373 | Budgets                       |
| 29264 | General plan                  |
| 29073 | Ordinances                    |
| 29755 | Youth City Council scrapbooks |
| 29756 | Youth Court records           |

**AGENCY:** Delta (Utah)

**SERIES:** 29373

3

**TITLE:** Budgets

**DATES:** 1997-

**ARRANGEMENT:** Chronological by fiscal year.

**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:**

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This series has permanent historical value as representation of the financial functions of towns in rural Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Delta (Utah)

**SERIES:** 29264

1

**TITLE:** General plan

**DATES:** 2017-

**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:** Delta (Utah)

**SERIES:** 29264

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Delta (Utah)

**SERIES:** 29073

1

**TITLE:** Ordinances

**DATES:** 1955-

**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:** Delta (Utah)

**SERIES:** 29755

3

**TITLE:** Youth City Council scrapbooks

**DATES:** 1990-1998

**ARRANGEMENT:** Chronological by academic year.

**DESCRIPTION:**

The Delta Youth City Council (YCC) was organized to give local high school students the opportunity to participate in local government activities. The council served the youth of the community by advocating their needs to the city government; planning recreational activities with the help of the city manager; working with the mayor, city council, and school; and working with the police department and justice of the peace on preventing delinquency and other issues that affected their population. These scrapbooks document the activities carried out by the Youth Council and include such information as documentation of and published materials about Council activities, applications from interested community members, meeting agendas and minutes, oaths of office, and budgets.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value as representation of the function, activities, and values of a rural youth council program in the state of Utah.

**AGENCY:** Delta (Utah)

**SERIES:** 29755

**TITLE:** Youth City Council scrapbooks

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Delta (Utah)

**SERIES:** 29756

3

**TITLE:** Youth Court records

**DATES:** 1997

**ARRANGEMENT:** Chronological by academic year.

**DESCRIPTION:**

This series contains records from the Delta City Youth Court. The court was founded as a partnership between the Millard County sheriff's department and Delta city as a way to involve youth in law enforcement issues related to other youth. The court would have jurisdiction over nonjudicial status offense cases involving minors, increasing the effectiveness of the handling of juvenile offenses and relieving the workload of the Juvenile Court. These records contain such information as administrative papers from the city employees who served as advisors to the court, applications from local high school students seeking a role on the court, and assessments of needs from local schools or other organizations requesting help with students and youths struggling with delinquency, their studies, and other issues.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value as representation of the function of a rural youth court program in the state of Utah.

**PRIMARY DESIGNATION:**

Public