

# Retention and Classification Report

**Agency:** Vineyard (Utah) (1762)

Vineyard  
125 South Main  
Vineyard, UT 84059  
801 226-1929

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

29095	Building permits
29349	General plans
27429	Ordinances
27430	Resolutions
29792	Subdivision planning and development case files
27431	Town Council Meeting Minutes
27433	Town Homestead Design Review Committee (HDRC) meeting minutes
27432	Town Planning Commission meeting minutes

**AGENCY:** Vineyard (Utah)

**SERIES:** 29095

1

**TITLE:** Building permits

**DATES:** 1989-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records support the agency's function to issue permits to construct or alter a structure. Records include applications, inspection reports, receipts and certificates of occupancy, as well as contact information for the petitioner.

**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 for 1 year and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records are of historical interest as they document the development of the city's infrastructure.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vineyard (Utah)

**SERIES:** 29349

1

**TITLE:** General plans

**DATES:** 2004-

**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:** Vineyard (Utah)

**SERIES:** 29349

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Vineyard (Utah)

**SERIES:** 27429

1

**TITLE:** Ordinances

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**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:**

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.

**AGENCY:** Vineyard (Utah)

**SERIES:** 27429

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Vineyard (Utah)

**SERIES:** 27430

1

**TITLE:** Resolutions

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**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 (1997)).

**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). 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:** Vineyard (Utah)

**SERIES:** 27430

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Vineyard (Utah)

**SERIES:** 29792

3

**TITLE:** Subdivision planning and development case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by subdivision name.

**DESCRIPTION:**

These records support the agency's function to plan and develop specific sections of Vineyard. Records include: conditional use permit records and indexes, planned unit development case files, planning study reports, rezoning records and indexes, site plan review records, subdivision review case files, and zoning maps.

**RETENTION:**

Permanent. Retain for 30 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This records have historical research values as they document the development of the Vineyard City over time.

**AGENCY:** Vineyard (Utah)

**SERIES:** 29792

**TITLE:** Subdivision planning and development case files

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2)(2019)

**AGENCY:** Vineyard (Utah)

**SERIES:** 27431

3

**TITLE:** Town Council Meeting Minutes

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of meetings of the Vineyard Town Council. The Town of Vineyard was incorporated on May 11, 1989. Vineyard is governed by a mayor and four-member town council. Meeting minutes generally are taken by the town clerk. After approval, they are the official record of business. The minutes summarize discussions at council meetings and document all actions and decisions of the council. Recurring issues and other topics of discussion before the Vineyard Town Council include budget, taxes, annexations, ordinances, resolutions, sewer, and water. Since January 2006, meeting minutes have been posted on the town web site (<http://www.vineyard.utah.gov/councilminutes.htm>). 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 52-4-203 (2) (2009).

**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 and then microfilm.

**AGENCY:** Vineyard (Utah)  
**SERIES:** 27431  
**TITLE:** Town Council Meeting Minutes

(continued)

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). Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vineyard (Utah)

**SERIES:** 27433

3

**TITLE:** Town Homestead Design Review Committee (HDRC) meeting minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) 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) (1997) 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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

**AGENCY:** Vineyard (Utah)

**SERIES:** 27433

**TITLE:** Town Homestead Design Review Committee (HDRC) meeting minutes

(continued)

**APPRAISAL:**

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

Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Vineyard (Utah)

**SERIES:** 27432

3

**TITLE:** Town Planning Commission meeting minutes

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) 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) (1997) 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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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.

**AGENCY:** Vineyard (Utah)

**SERIES:** 27432

**TITLE:** Town Planning Commission meeting minutes

(continued)

**APPRAISAL:**

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

Minutes document decisions made by the town council. They have administrative value as well as ongoing research value.

**PRIMARY DESIGNATION:**

Public