Retention and Classification Report

Agency: Stansbury Park Improvement District (Utah) (2183)

#30 Plaza
Stansbury Park, UT 84074
435-882-7922

Records Officer: _____

27299	Agreements
26603	Minutes
27298	Resolutions

AGENCY: Stansbury Park Improvement District (Utah)

SERIES: 27299 1
TITLE: Agreements
DATES: 1977-
ARRANGEMENT: Alphabetical by agreement names
DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

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:

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

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until administrative need ends.

APPRAISAL:

These records have legal value(s).

AGENCY: Stansbury Park Improvement District (Utah)

SERIES: 26603 3
TITLE: Minutes
DATES: 1972-
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) (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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Stansbury Park Improvement District (Utah)

SERIES: 26603
TITLE: Minutes

(continued)

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

APPRAISAL:

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

The minutes document the history and development of the Stansbury Park Improvement District.

PRIMARY DESIGNATION:

Public

AGENCY: Stansbury Park Improvement District (Utah)

SERIES: 27298 1
TITLE: Resolutions
DATES: 1971-
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:

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

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until administrative need ends.

APPRAISAL:

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

Resolutions have historical value because they document decisions made by the district.