

## Retention and Classification Report

**Agency:** Rocky Ridge (Utah) (2811)

Rocky Ridge Town  
280 N Larkridge Rd, HC 60 Box 217  
Rocky Ridge, UT 84645  
435-623-1249

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

28625	Ordinances, resolutions, agreements, and general plan
28624	Town Council meeting minutes

**AGENCY:** Rocky Ridge (Utah)

**SERIES:** 28625

1

**TITLE:** Ordinances, resolutions, agreements, and general plan

**DATES:** 1997-

**ARRANGEMENT:** By subject, thereunder chronological by date of adoption.

**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. 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 proposed and has not yet been approved.

**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:** Rocky Ridge (Utah)

**SERIES:** 28625

**TITLE:** Ordinances, resolutions, agreements, and general plan

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the ordinances and resolutions passed by the town council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Rocky Ridge (Utah)

**SERIES:** 28624

3

**TITLE:** Town Council meeting minutes

**DATES:** 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 includes the agenda, notices, and any public materials distributed at the meeting. 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 includes the agenda, notices, and any public materials distributed at the meeting.

**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:**

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**AGENCY:** Rocky Ridge (Utah)

**SERIES:** 28624

**TITLE:** Town Council meeting minutes

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the business conducted and decisions made by the Town Council.

**PRIMARY DESIGNATION:**

Public