

Retention and Classification Report

Agency: Five County Association of Governments (Utah) (2950)

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435-673-3548

Records Officer: _____

24574	Annual reports
24534	Audit reports
22538	*Color Country Travel Region board minutes
24513	*Incorporation papers
24524	Minutes - steering committee packets
24443	Publications
24571	*Southwest Utah Private Industry Council minutes
22534	*Water quality management application

AGENCY: Five County Association of Governments (Utah)

SERIES: 24574

3

TITLE: Annual reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 reels.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24574

TITLE: Annual reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24534

3

TITLE: Audit reports

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the association'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 State Archives permanently with authority to weed.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24534

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 22538

3

TITLE: Color Country Travel Region board minutes

DATES: 1975-1999.

ARRANGEMENT: Chronological by month

DESCRIPTION:

These minutes constitute a record of the Color Country Travel Region board's actions. The Board existed to promote tourism in the southwestern Utah counties of Beaver, Garfield, Iron, Kane (until it dropped out in 1997), and Washington. Minutes include actions taken at monthly board meetings; reports on committee activities; and associated memoranda, travel statistics, copies of press releases and other publicity, and budget materials. As of 1998, the Utah Association of Travel Regions consisted of nine independent destination marketing organizations. Each region is organized by individual counties under the legal auspices of interlocal agreements between county governing bodies; there is no legal or financial regulation between the Travel Regions and the state Travel Council. The Color Country Region operated under the Five County Association of Governments from its creation in about 1975 until it was disbanded December 31, 1999 for budgetary reasons when the individual counties no longer wished to make contributions from their transient room tax funds and voted to disband the travel region.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until region disbanded and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: Five County Association of Governments (Utah)

SERIES: 22538

TITLE: Color Country Travel Region board minutes

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the information provided on the operation of the travel region board during its existence.

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24513

1

TITLE: Incorporation papers

DATES: 1972.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain: Articles of Association and article amendments (1973), Bylaws (1973), Resolutions by counties, cities, school districts to be associates (1972), and the inclusion of the Economic Development District (1980).

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24524

3

TITLE: Minutes - steering committee packets

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, steering committee meetings. They are adopted and approved by the committee during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters (including attachments in the packets) 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 and 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 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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24524

TITLE: Minutes - steering committee packets

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24443

3

TITLE: Publications

DATES: 1957-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on the value of these records in documenting the achievements, policies, programs and functions of the Association.

AGENCY: Five County Association of Governments (Utah)

SERIES: 24443

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 24571

3

TITLE: Southwest Utah Private Industry Council minutes

DATES: 1983-1994.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are the minutes of the Southwest Utah Private Industry Council that operated under the Five County Association of Governments. The council was disbanded in 1994 and its duties were absorbed by the association of governments.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Five County Association of Governments (Utah)

SERIES: 22534

3

TITLE: Water quality management application

DATES: 1975.

ARRANGEMENT: none

DESCRIPTION:

This is an application to be designated the Section 208 Water Quality Management Planning Agency. It includes statistics on employment, waste management, water quality, population for the area.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

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

This application to be designated water quality management agency for the area under Section 208, with related statistics, is of value for research purposes.

PRIMARY DESIGNATION:

Public