

Retention and Classification Report

Agency: Provo (Utah).\$bMunicipal Council (3034)

445 W Center St
Provo, UT 84601
801-852-6524

Records Officer: _____

15858	*Agenda
15874	*Council agenda
15875	Council business files
84957	Minutes
30316	*Motions
30361	Ordinances and resolutions
29653	*Proposed City Hall plans
25253	Publications
15888	Resolutions
10088	Revised Ordinances

AGENCY: Provo (Utah). City Council

SERIES: 15858

3

TITLE: Agenda

DATES: 2015.

ARRANGEMENT:

DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Provo (Utah). City Council

SERIES: 15874

3

TITLE: Council agenda

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). City Council

SERIES: 15875

3

TITLE: Council business files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). City Council

SERIES: 84957

3

TITLE: Minutes

DATES: 1851-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

The city and town council minute books were created as the official record of the city council meetings. handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs. The City Council has also been know as the City Commission.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1851 through 1968. Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

AGENCY: Provo (Utah). City Council

SERIES: 84957

TITLE: Minutes

(continued)

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of decisions and actions of the municipal council.

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). City Council

SERIES: 30316

3

TITLE: Motions

DATES: 1912-1981.

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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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).

This series has permanent historical value as documentation of votes taken by the City Commission on matters handled by the commission.

PRIMARY DESIGNATION:

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

AGENCY: Provo (Utah). City Council

SERIES: 30361

3

TITLE: Ordinances and resolutions

DATES: 1861-

ARRANGEMENT: Chronological by adoption date.

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of laws enacted and formal actions taken by the city council and city commission.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Council

SERIES: 29653

1

TITLE: Proposed City Hall plans

DATES: 1889.

ARRANGEMENT: None.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

AGENCY: Provo (Utah). City Council

SERIES: 25253

3

TITLE: Publications

DATES: 1940-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Provo or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. See temporary list for holdings detail.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). City Council

SERIES: 15888

3

TITLE: Resolutions

DATES: 1949-

ARRANGEMENT: Chronological by date of adoption.

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).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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.

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: Provo (Utah). City Council

SERIES: 15888

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). City Council

SERIES: 10088

3

TITLE: Revised Ordinances

DATES: 1877-

ARRANGEMENT: Chronological by publication year.

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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently

DISPOSITION:

May 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: For records beginning in 1877 through 1949. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1950 and continuing to the present. Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical 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: Provo (Utah). City Council

SERIES: 10088

TITLE: Revised Ordinances

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)