

# Retention and Classification Report

**Agency:** Brigham City (Utah). City Council (3086)

PO Box 1005  
20 North Main  
Brigham City, UT 84302  
435-734-2001

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

03803	Minutes
03662	Ordinances
23267	Resolutions

**AGENCY:** Brigham City (Utah). City Council

**SERIES:** 3803

4

**TITLE:** Minutes

**DATES:** 1875-

**ARRANGEMENT:** Chronological according to date of entry.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

The Brigham City council is responsible for exercising the community's legislative and executive powers (see Utah Code Unannotated , 1992, 10-3-101). The council, which has traditionally met weekly, consists of a mayor and five council members who are responsible for all aspects of town management. The council appoints municipal officials, levies taxes, manages community finances, maintains public services and utilities, regulates business activity, and has carried out many plans and projects for community development and improvement. In addition to city council members, a number of other city officers attend council meetings. The minutes identify those present and summarize the discussion and activity at each council meeting. They are approved and signed by the mayor and city recorder. Copies of many ordinances and resolutions are also included in the minutes. 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:**

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Brigham City (Utah). City Council

**SERIES:** 3803

**TITLE:** Minutes

(continued)

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

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

Brigham City council minutes provide valuable information about the history of Brigham City, as well as copies of many ordinances and resolutions passed by the council.

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3)(2008)

**AGENCY:** Brigham City (Utah). City Council

**SERIES:** 3662

4

**TITLE:** Ordinances

**DATES:** 1875-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

According to Utah law the governing body of each municipality shall exercise its legislative powers through ordinances. The governing body may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, or condition authorized by law. (Utah Code, 1988, 10-3-701-702). Ordinances relate to public utilities, city departments and officials, city finances, crimes and nuisances, business licenses, zoning and building codes, etc.

**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:**

Microfilm duplicate: Retain in State Archives permanently.

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

Microfilm duplicate: For records beginning in 1977 and continuing to the present. Retain in Office permanently.

Paper: Retain in Office for 10 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Ordinances enacted by the Brigham City council document the laws and regulations established by the council as they relate to all aspects of municipal government.

**AGENCY:** Brigham City (Utah). City Council

**SERIES:** 3662

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Brigham City (Utah). City Council

**SERIES:** 23267

1

**TITLE:** Resolutions

**DATES:** 1962-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**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:** Brigham City (Utah). City Council

**SERIES:** 23267

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public