

## Retention and Classification Report

**Agency:** Central Valley (Utah) (3253)

50 West Center Street  
Central Valley, UT 84754  
435-979-0253

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

|       |                            |
|-------|----------------------------|
| 29690 | Cemetery map               |
| 29687 | Ordinances                 |
| 29675 | Resolutions and agreements |
| 29673 | Town Council minutes       |

**AGENCY:** Central Valley (Utah)

**SERIES:** 29690

3

**TITLE:** Cemetery map

**DATES:** [ca. 2010]

**ARRANGEMENT:** None.

**DESCRIPTION:**

These historical records document burials and interments. Information identifies burial rights, ownership of plots, layout, location of and information about deceased persons and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**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 the location of the old part of cemetery and the layout of the new portion of the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Valley (Utah)

**SERIES:** 29687

3

**TITLE:** Ordinances

**DATES:** 2005-

**ARRANGEMENT:** Chronological by adoption date and subsequent amendments filed with the original ordinance.

**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: For records beginning in 2005 through 2017. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 2017 and continuing to the present. Retain in Office permanently or until administrative need ends and then transfer to state archives.

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

M-Disc: 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 the laws passed by the town council.

**AGENCY:** Central Valley (Utah)

**SERIES:** 29687

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Valley (Utah)

**SERIES:** 29675

3

**TITLE:** Resolutions and agreements

**DATES:** 2005-

**ARRANGEMENT:** Chronological by adoption date and subsequent amendments filed with the original resolution.

**DESCRIPTION:**

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

**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: For records beginning in 2005 through 2018. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 2018 and continuing to the present. 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.

M-Disc: 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 the town council's budgetary and legal decisions from the years 2005 to 2018.

**AGENCY:** Central Valley (Utah)

**SERIES:** 29675

**TITLE:** Resolutions and agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Valley (Utah)

**SERIES:** 29673

3

**TITLE:** Town Council minutes

**DATES:** 2005-

**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.

**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: For records beginning in 2005 through 2018. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 2018 and continuing to the present. 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.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of the operation of the town and of decisions made by the Town Council.

**AGENCY:** Central Valley (Utah)  
**SERIES:** 29673  
**TITLE:** Town Council minutes

(continued)

**PRIMARY DESIGNATION:**  
Public