

Retention and Classification Report

Agency: Fairfield (Utah) (3254)

Fairfield Town
18053 West 1540 North
Cedar Valley, UT 84013
801-766-3509

Records Officer: _____

28775	Accounts payable
28776	Accounts receivable
30599	Legal counsel records
30586	Maps
30585	Planning Commission Minutes
28774	Town Council meeting minutes

AGENCY: Fairfield (Utah)

SERIES: 28775

1

TITLE: Accounts payable

DATES: 2004-

ARRANGEMENT: Alphabetical and thereunder chronological.

DESCRIPTION:

These records support the agency's fiscal function to perform all municipal accounting services in accordance with the Uniform Accounting Manual for Utah Cities (Utah Code 10-6-107(1981)). Records document debits owed by the municipality and are used to ensure proper payment for services rendered to the municipality. Information includes billing organization, amount due, and date of payment.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Legal appraisal is based on Utah Code 70A-2-725 (1998).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Fairfield (Utah)

SERIES: 28776

1

TITLE: Accounts receivable

DATES: 2004-

ARRANGEMENT: Alphabetical and thereunder chronological.

DESCRIPTION:

These records support the agency's fiscal function to perform all municipal accounting services in accordance with the Uniform Accounting Manual for Utah Cities (Utah Code 10-6-107(1981)). Records document credits owed to the municipality and are used to ensure proper receipt of payment for services rendered by the municipality. Information includes person or organization billed, amount due, and receipt of payment.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then delete.

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 4 years.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Legal appraisal is based on Utah Code 70A-2-725(1998) .

AGENCY: Fairfield (Utah)

SERIES: 28776

TITLE: Accounts receivable

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Fairfield (Utah)

SERIES: 30599

3

TITLE: Legal counsel records

DATES: 2007-

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains various legal counsel records created by the city attorneys representing Fairfield town. Records may include legal interpretations given by attorneys at the request of governmental entities, legal filings and other related records.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

Computer data files: Retain in Office until resolution of issue and then delete.

APPRAISAL:

These records have legal value(s).

AGENCY: Fairfield (Utah)

SERIES: 30599

TITLE: Legal counsel records

(continued)

PRIMARY DESIGNATION:

Protected

Utah Code 63G-2-305(12)(2023).

AGENCY: Fairfield (Utah)

SERIES: 30586

3

TITLE: Maps

DATES: 1950-

ARRANGEMENT: Numeric by map number.

DESCRIPTION:

These records are a collection of maps created by various city departments, collected by the City Recorder. Records document road dedications, town plats, map of residents, and proposed buildings sites.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Value of records is based on their usefulness for carrying out the agency's current business.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Fairfield (Utah)

SERIES: 30586

TITLE: Maps

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12)(2023).

AGENCY: Fairfield (Utah)

SERIES: 30585

3

TITLE: Planning Commission Minutes

DATES: 2004-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These records document the activities of the Fairfield Planning Commission; records include who was present at the meetings, where and when the meetings took place, substance of what was discussed and decisions of the commission.

RETENTION:

Retain permanently

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the decisions made by a public body as it relates to planning, zoning and development in Fairfield City.

PRIMARY DESIGNATION:

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

AGENCY: Fairfield (Utah)

SERIES: 28774

3

TITLE: Town Council meeting minutes

DATES: 2004-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These records support the agency's function to establish city ordinances, approve board members of municipal commissions, and to execute all other assigned responsibilities in an open and efficient manner (Utah Code 52-4-201 (2006)). Records are a summary of discussion and document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting. Approved minutes are the official record for each 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 for 4 year(s)

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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Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with

AGENCY: Fairfield (Utah)

SERIES: 28774

TITLE: Town Council meeting minutes

(continued)

authority to weed.

APPRAISAL:

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

These records are of historical interest as they document the decision and actions of a governing body.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2005.