Retention and Classification Report

Agency: Spanish Fork (Utah). City Council. (5085)

40 S. Main St., Office 130
Spanish Fork, UT 84660

Records Officer: _____

30399	Codified ordinances
84963	Minutes
29050	Ordinances

AGENCY: Spanish Fork (Utah). City Council.

SERIES: 30399   3
TITLE: Codified ordinances
DATES: 1893-
ARRANGEMENT: Chronological by date of publication
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 Office until administrative value has been met
and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of
significant policy formulation and business processes of the
government.

PRIMARY DESIGNATION:
Public

AGENCY: Spanish Fork (Utah). City Council.

SERIES: 84963   3
TITLE: Minutes
DATES: 1855-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made 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.

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 or until administrative need ends and then transfer to State Archives.

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

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

APPRAISAL:

These records have historical value(s).
Records in this series are of permanent historical value as documentation of city business.

AGENCY: Spanish Fork (Utah). City Council.

SERIES: 84963
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected.   UCA 63G-2-305(32) (2008)

AGENCY: Spanish Fork (Utah). City Council.

SERIES: 29050   3
TITLE: Ordinances
DATES: 1899-
ARRANGEMENT: Chronological by year ordinance passed.
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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 ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: 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 decisions and actions of the city council.

AGENCY: Spanish Fork (Utah). City Council.

SERIES: 29050
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.