Retention and Classification Report

Agency: Alton (Utah) (44)

Town Hall, 11 South 100 West
P.O. Box 100781
Alton, UT 84710
435-648-2635

Records Officer: _____

24181	Annual audits
24273	Council minutes
24185	Ordinances and resolutions

AGENCY: Alton (Utah)

SERIES: 24181 3
TITLE: Annual audits
DATES: 1971-1979; 1983; 1999-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed 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 Office permanently.

AGENCY: Alton (Utah)

SERIES: 24181
TITLE: Annual audits

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Alton (Utah)

SERIES: 24273 4
TITLE: Council minutes
DATES: 1935-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Like other traditional city councils in Utah, the Alton town council consists of a mayor and four trustees who are responsible to exercise the community's legislative and executive powers (Utah Code Unannotated, 1991, 10-3-101). Council meeting minutes should provide a record of topics discussed. Entries for each meeting should also include the date and the names of those present. However, the Alton town council minutes are more in the form of notes taken at council meetings and do not consistently provide this information. The Alton town council appoints city officials and appropriates their salaries, levies taxes, and approves expenditures. It provides or contracts for services, controls animals and traffic, and coordinates community upkeep of buildings and roads.

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 after being microfilmed.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Alton (Utah)

SERIES: 24273
TITLE: Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

Council minutes provide unique information on life in, and governance of, this small town.

PRIMARY DESIGNATION:

Public

AGENCY: Alton (Utah)

SERIES: 24185 4
TITLE: Ordinances and resolutions
DATES: 1936-
ARRANGEMENT: Chronological by date passed.
DESCRIPTION:

Utah law authorizes the governing body of each municipality to 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). Early Alton ordinances establish community boundaries, specify the responsibilities and salaries of community officers, and govern activity within town limits. Later ordinances and resolutions amend the original ordinances, impose taxes, and provide for public services. The Alton council passed ordinances adopting a uniform building code and creating a zoning law.

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.

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

APPRAISAL:

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

Alton ordinances and resolutions provide the foundation for municipal government and identify issues of importance to the community.

AGENCY: Alton (Utah)

SERIES: 24185
TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public