

# Retention and Classification Report

**Agency:** Ballard (Utah) (72)

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**Records Officer:** Kaelyn Meyers

25346	Annual financial audit reports
25343	Council minutes
25348	Ordinances and resolutions
25344	Planning and zoning commission minutes
25348	Ordinances and resolutions

**AGENCY:** Ballard (Utah)

**SERIES:** 25346

3

**TITLE:** Annual financial audit reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological by year

**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:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Ballard (Utah)

**SERIES:** 25346

**TITLE:** Annual financial audit reports

(continued)

**APPRAISAL:**

Fiscal Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ballard (Utah)

**SERIES:** 25343

3

**TITLE:** Council minutes

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/12/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Ballard (Utah)

**SERIES:** 25343

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ballard (Utah)

**SERIES:** 25348

3

**TITLE:** Ordinances and resolutions

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 03/12/2004

**FORMAT MANAGEMENT:**

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**AGENCY:** Ballard (Utah)

**SERIES:** 25348

**TITLE:** Ordinances and resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ballard (Utah)

**SERIES:** 25344

3

**TITLE:** Planning and zoning commission minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

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**AGENCY:** Ballard (Utah)

**SERIES:** 25344

**TITLE:** Planning and zoning commission minutes

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ballard (Utah)

**SERIES:** 25345

3

**TITLE:** Zoning ordinances

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

**AUTHORIZED:** 03/12/2004

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**AGENCY:** Ballard (Utah)

**SERIES:** 25345

**TITLE:** Zoning ordinances

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Public