Retention and Classification Report

Agency: Elsinore (Utah) (335)

35 West Main
P.O. Box 408
Elsinore, UT 84724
435-527-3306

Records Officer: _____

84971 City Council minutes

AGENCY: Elsinore (Utah)

SERIES: 84971 4
TITLE: City Council minutes
DATES: i 1892-
ARRANGEMENT: Chronological.
DESCRIPTION:

The city and town council minute book were created as the officialrecord 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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1892 through 1974. Retain in State Archives permanently.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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