

## Retention and Classification Report

**Agency:** Elwood (Utah) (336)

Town Hall  
5235 West 8800 North  
Tremonton, UT 84337  
435-257-5518

**Records Officer:** \_\_\_\_\_

25249	Audit reports
25248	Cemetery records
25245	Council minutes
25247	Master Plan
25252	Ordinances and resolutions

**AGENCY:** Elwood (Utah)

**SERIES:** 25249

3

**TITLE:** Audit reports

**DATES:** 1970-1971, 1984-1986, 1988-1991, 1992-1995, 1997-

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 permanently after being microfilmed.

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

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**AGENCY:** Elwood (Utah)

**SERIES:** 25249

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Elwood (Utah)

**SERIES:** 25248

3

**TITLE:** Cemetery records

**DATES:** 1906-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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**APPRAISAL:**

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

These records have historical and administrative value as documentation of burial of individuals along with ownership of cemetery lots.

**AGENCY:** Elwood (Utah)

**SERIES:** 25248

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Elwood (Utah)

**SERIES:** 25245

3

**TITLE:** Council minutes

**DATES:** 1933-

**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:**

Permanent. Retain until administrative need ends

**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 permanently after being microfilmed.

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**AGENCY:** Elwood (Utah)

**SERIES:** 25245

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Elwood (Utah)

**SERIES:** 25247

1

**TITLE:** Master Plan

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**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:**

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**AGENCY:** Elwood (Utah)

**SERIES:** 25247

**TITLE:** Master Plan

(continued)

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Elwood (Utah)

**SERIES:** 25252

1

**TITLE:** Ordinances and resolutions

**DATES:** 1954-

**ARRANGEMENT:** Chronological

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Elwood (Utah)

**SERIES:** 25252

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.