Retention and Classification Report

Agency: Eureka (Utah) (365)

City Hall
P.O. Box 156
Eureka, UT 84628
435 433-6915

Records Officer: _____

29379	Budgets
85014	City Council minutes
85157	Drawings and diagrams
85138	Estray pound records
84865	Ordinances and resolutions
84937	Revised Ordinances
13125	Small claims court records

AGENCY: Eureka (Utah)

SERIES: 29379 3
TITLE: Budgets
DATES: 2014-
ARRANGEMENT: none
DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Eureka (Utah)

SERIES: 85014 3
TITLE: City Council minutes
DATES: i 1893-
ARRANGEMENT: Chronological by meeting date.
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 52-4-203 (2) (2009).

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:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

AGENCY: Eureka (Utah)

SERIES: 85014
TITLE: City Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the items handle and the actions taken by the City Council.

PRIMARY DESIGNATION:

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

AGENCY: Eureka (Utah)

SERIES: 85157 3
TITLE: Drawings and diagrams
DATES: undated
ARRANGEMENT: Alphabetical by project of name.
DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction; sidewalks; storm drains; waterlines; reservoirs; public facilities; and other city building projects. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Eureka (Utah)

SERIES: 85138 4
TITLE: Estray pound records
DATES: undated
ARRANGEMENT: Chronological.
DESCRIPTION:

A record book which registers all dogs caught and boarded with the pound. Information includes number of dogs killed by the pound, notices form Board of Health, dogs purchased, and catching records.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Eureka (Utah)

SERIES: 84865 3
TITLE: Ordinances and resolutions
DATES: i 1893-
ARRANGEMENT: Chronological by by adoption date.
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 (1977). 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:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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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 formal actions taken by the city council.

AGENCY: Eureka (Utah)

SERIES: 84865
TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Eureka (Utah)

SERIES: 84937 3
TITLE: Revised Ordinances
DATES: 1920-
ARRANGEMENT: Numerical by chapter and section numbers.
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 (1977). 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:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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: Eureka (Utah)

SERIES: 84937
TITLE: Revised Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Eureka (Utah)

SERIES: 13125 3
TITLE: Small claims court records
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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