Retention and Classification Report

Agency: Heber City (Utah) (480)

75 North Main Street
Heber City, UT 84032
435 654-0757

Records Officer: _____

29380	Budgets
30256	Cemetery deeds
29790	Council meeting materials
28378	Council minutes
30610	Fire Department Board minutes and materials
29279	General plan
29760	Municipal code
29024	Ordinances
29777	Planning commission meeting minutes
29843	Primary election ballots and materials
29764	Public utilities payment records
30617	Resolutions

AGENCY: Heber City (Utah)

SERIES: 29380 3
TITLE: Budgets
DATES: 2011-
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: Heber City (Utah)

SERIES: 30256 3
TITLE: Cemetery deeds
DATES: 1915-1986
ARRANGEMENT: Chronological by date issued.
DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

RETENTION:

Retain permanently

DISPOSITION:

May 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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of lot ownership and burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29790 3
TITLE: Council meeting materials
DATES: 1994-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains the meeting materials presented to the Heber City Council members in preparation for council meetings. Records include all materials used in preparation for meeting and can include the following; agendas, notices and any public materials distributed to the board members, and any materials required by Utah Code 52-4-203(2)(a)(2018).

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 for 2 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

These records have research value by providing context for the minutes of the city council.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(2)(3)(4)(5)(2019.)

AGENCY: Heber City (Utah)

SERIES: 28378 3
TITLE: Council minutes
DATES: 1889-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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 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.

M-Disc: Retain in State Archives permanently with authority to

AGENCY: Heber City (Utah)

SERIES: 28378
TITLE: Council minutes

(continued)

weed.

APPRAISAL:

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

This series has permanent historical and legal value as documentation of the operation and actions of the city council.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30610 3
TITLE: Fire Department Board minutes and materials
DATES: 1980-
ARRANGEMENT: Chronological.
DESCRIPTION:

Series contains minutes and materials from the board of directors of the Heber City Fire Department, and contains meeting agendas, discussions, votes and resolutions of the board.

RETENTION:

Retain permanently

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 until administrative need is met and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Heber City (Utah)

SERIES: 29279 1
TITLE: General plan
DATES: 2010-
ARRANGEMENT: none
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" (Utah Code 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" (Utah Code 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 c 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" (Utah Code 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.

AGENCY: Heber City (Utah)

SERIES: 29279
TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Heber City (Utah)

SERIES: 29760 3
TITLE: Municipal code
DATES: 1948-2016
ARRANGEMENT: Chronological by publication date.
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

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

M-Disc: 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 decisions and actions of the city council and the changes to law over time.

AGENCY: Heber City (Utah)

SERIES: 29760
TITLE: Municipal code

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 29024 3
TITLE: Ordinances
DATES: 1948-1975
ARRANGEMENT: Numerical by ordinance number.
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

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

M-Disc: 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 decisions and actions of the city council and the changes to law over time.

AGENCY: Heber City (Utah)

SERIES: 29024
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Heber City (Utah)

SERIES: 29777 3
TITLE: Planning commission meeting minutes
DATES: 1975-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These records are the approved minutes of the Heber City Planning Commission and are the official record of the meeting of a public body. They contain the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). These records include the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain until administrative value has been met

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

The minutes provide details about the history and functioning of the Heber City municipal government as it relates to economic development and city planning.

AGENCY: Heber City (Utah)

SERIES: 29777
TITLE: Planning commission meeting minutes

(continued)

PRIMARY DESIGNATION:

Public Utah Code 52-4-203(4)(b)(2018).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Heber City (Utah)

SERIES: 29843 3
TITLE: Primary election ballots and materials
DATES: 2019-
ARRANGEMENT: Chronological
DESCRIPTION:

The records document the primary election results which determine the candidates advancing to the general election. Records include ballots for the election count and envelops with voter signatures.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election ballots and returns, GRS-1020.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 12 months and then transfer to State Records Center. Retain in State Records Center for 10 months and then destroy.

APPRAISAL:

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

These records are used in the administration of the election process.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2)(l)(2018)

AGENCY: Heber City (Utah)

SERIES: 29843
TITLE: Primary election ballots and materials

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-202(1)(b)(i)(2019) Utah Code 63G-2-302(1)(j)(k)(2019) Utah Code 20A-2-104(4)(f)(2018) Utah Code 20A-2-101.1(5)(a)(2018)

AGENCY: Heber City (Utah)

SERIES: 29764 1
TITLE: Public utilities payment records
DATES: 1942-1955
ARRANGEMENT: Chronological by service date.
DESCRIPTION:

This series contains ledgers used to track municipal water and sewer utility bills and payments. The ledgers contain such information as customer names, debits, credits, notes indicating status of service, and any outstanding balances.

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 or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the management of public utilities in mid-20th century rural Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Heber City (Utah)

SERIES: 30617 1
TITLE: Resolutions
DATES: 1922-
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT: