Retention and Classification Report

Agency: Kanab (Utah) (566)

26 N 100 E
Kanab, UT 84741
435-644-2534

Records Officer: _____

29388	Budgets
84960	City council minutes
24209	Energy Board minutes
24206	Planning Commission minutes
84920	Revised ordinances
84960	City council minutes

AGENCY: Kanab (Utah)

SERIES: 29388 3
TITLE: Budgets
DATES: 2008-
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: Kanab (Utah)

SERIES: 84960 4
TITLE: City council minutes
DATES: 1885-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Kanab city council consists of the mayor and council members who exercise the city's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The council is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes, establishing a budget, maintaining public services and utilities, regulating activity within the city, and protecting the health and well being of residents. Kanab city council meeting minutes summarize the discussions held at council meetings. They indicate the date and place each meeting was held and identify those present. Bills authorized and paid by the council are itemized in the minutes (1924-1985). 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:

Retain permanently

DISPOSITION:

May 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

AGENCY: Kanab (Utah)

SERIES: 84960
TITLE: City council minutes

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
The Kanab city council minutes provide detailed information about Kanab's municipal government.

PRIMARY DESIGNATION:

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

AGENCY: Kanab (Utah)

SERIES: 24209 3
TITLE: Energy Board minutes
DATES: 1985-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of the Kanab Energy Board. Kanab provides municipal power to its residents and this board manages its operation. The minutes begin with discussions on bringing municipal power to Kanab. The Committee was initially called the Kanab City Power Board. Its name was changed in July 1998. UCA 52-4-7(1) (1997) 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." They may also include an official agenda.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kanab (Utah)

SERIES: 24209
TITLE: Energy Board minutes

(continued)

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic importance of these records in showing the growth, and energy use, of Kanab.

PRIMARY DESIGNATION:

Public

AGENCY: Kanab (Utah)

SERIES: 24206 4
TITLE: Planning Commission minutes
DATES: 1979-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Utah law provides for the appointment of municipal planning commissions to assist city councils by originating development plans, drafting zoning laws, and monitoring growth in public spaces (Utah Code Annotated, 1953, 10-9-4). The Kanab city council has appointed and worked very closely with a Kanab planning commission on all land use and development issues since 1979. Kanab planning commission minutes summarize the discussion at monthly meetings and describe all issues brought before the commission. Each set of minutes is dated and indicates the names of those present including commission members and individuals making requests.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kanab (Utah)

SERIES: 24206
TITLE: Planning Commission minutes

(continued)

APPRAISAL:

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

Kanab planning commission minutes provide detailed information about the physical development of the city.

PRIMARY DESIGNATION:

Public

AGENCY: Kanab (Utah)

SERIES: 84920 4
TITLE: Revised ordinances
DATES: 1893-1916; 1997-
ARRANGEMENT: Chronological by date adopted, thereunder by title, chapter, and section.
DESCRIPTION:

The city council in each of Utah's incorporated cities exercises its legislative powers by passing ordinances. Ordinances regulate all activity within the community (Utah Code, 1988, 10-3-701-707). At the time of incorporation the Kanab town board (as the city council was formerly called) compiled and adopted a set of ordinances as a basis for the city government. These ordinances set the town boundaries; established positions for a number of appointed officials and defined their responsibilities; established rules of conduct; and set requirements for conducting business. The Kanab city council compiled and updated sets of complete city ordinances periodically thereafter. This series includes some of those sets of revised ordinances. The most recently revised set of Kanab ordinances is much broader in scope and also includes regulations for elections, courts, taxation, municipal improvements, public utilities and services, new construction, public transportation, safety, and the management of public property, as well as planning and zoning laws.

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:

Microfilm duplicate: Retain in State Archives permanently.

Paper: For records prior to and including 2015. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Kanab (Utah)

SERIES: 84920
TITLE: Revised ordinances

(continued)

Computer data files: For records beginning in 2015 and continuing to the present. Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical 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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Kanab (Utah)

SERIES: 27380 3
TITLE: Zone change records
DATES: 1964-
ARRANGEMENT: Chronological by date filed
DESCRIPTION:

Zone change records document requests for zone changes on specific properties in Kanab City. Change requests are considered by the planning commission. Information in the files includes applications, legal descriptions, and information about current and proposed land uses. The files may also include maps, investigative reports, copies of planning commission minutes, notice of hearings, or copies of ordinances.

RETENTION:

Permanent. Retain for 30 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Rezoning records, GRS-661.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Zoning records have administrative value for the city. As a historical record, they document previous land use for specific locations.