

## Retention and Classification Report

**Agency:** Minersville (Utah) (650)

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

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**AGENCY:** Minersville (Utah)

**SERIES:** 15159

1

**TITLE:** Annexation files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by city council (UCA 10-2-401 to 424).

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15145

3

**TITLE:** Annual budget

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15147

3

**TITLE:** Audit reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal 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.



**AGENCY:** Minersville (Utah)

**SERIES:** 15147

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15143

3

**TITLE:** Bond issue files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the implementation of municipal bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

**AUTHORIZED:** 11-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15156

1

**TITLE:** Building permit files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates. The files are arranged numerically by permit number or alphanumerically by address.

**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:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15158

3

**TITLE:** Burial rights registers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment 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 permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 28289

3

**TITLE:** Cemetery perpetual care card file

**DATES:** ca. 1982-

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains 3" x 5" index cards used to record payment for perpetual care of burial plots in the cemetery. Each card list the name of the deceased person interred in the plot and notes when payment for perpetual care was made. Sometimes the card also lists who made the payment and the birth and death dates of the deceased.

**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:**

Error - Format Type is invalid.

Paper: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
This series has permanent value as documentation of perpetual care payments.



**AGENCY:** Minersville (Utah)

**SERIES:** 28289

**TITLE:** Cemetery perpetual care card file

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15139

1

**TITLE:** Census information files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15157

3

**TITLE:** Certificates of perpetual care

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**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 permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15173

3

**TITLE:** Chemical/radiological analyses (water treatment reports)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

**AUTHORIZED:** 02-25-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15180

3

**TITLE:** Class "C" road funding project files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Class "c" road funding project files, GRS-1148.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after claim, audit, or litigation settled and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15160

1

**TITLE:** Contracts and agreements files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 8780

3

**TITLE:** Council minutes

**DATES:** 1928-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special, and emergency council meetings. Recorded information includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**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.

**APPRAISAL:**

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



**AGENCY:** Minersville (Utah)

**SERIES:** 8780

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15161

3

**TITLE:** Deeds files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15167

1

**TITLE:** Development construction files (cemetery)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15168

1

**TITLE:** Development construction files (park)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the actual construction for park development, park renovation, and other park improvements. They are used for reference while projects are in progress and after completion. They include drawings of all park development projects along with specifications, construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15155

3

**TITLE:** Dog license files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the payment of license fees. They include: owner's name, breed of dog, sex, color, expiration date of license; expiration date of rabies vaccine, name of dog, indication if dog was altered, license fee, and when paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15162

3

**TITLE:** Easement file

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15144

3

**TITLE:** Employee bonds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

**RETENTION:**

Retain for 4 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

**AUTHORIZED:** 06-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after expiration and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15171

1

**TITLE:** Fire run reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reports document each dispatched fire run. They are used for budget planning, reports, and litigation purposes. They include identification number, incident number, alarm time, arrival time, type of incident, action taken, cause of fire, address, names of occupant and owner, telephone number, type of vehicles and crews responding, incident related injuries or death information, name of officer in charge, and name and position of person completing report.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15140

3

**TITLE:** Grant files original applications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, annual and final performance reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15149

3

**TITLE:** Income tax files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

**RETENTION:**

Retain for 3 year(s) after superseded or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15154

3

**TITLE:** Insurance policy files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are insurance policy contracts between municipality and private insurers.

**RETENTION:**

Retain for 15 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15163

3

**TITLE:** Lease files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after termination of lease and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15164

3

**TITLE:** Oaths

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.



**AGENCY:** Minersville (Utah)

**SERIES:** 15164

**TITLE:** Oaths

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15165

1

**TITLE:** Ordinances

**DATES:** undated

**ARRANGEMENT:**

**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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**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:**

Paper: Retain in Office permanently.

**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.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15178

1

**TITLE:** Permits to work in a public way (telephone company)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction, traffic control, etc.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after bond expires and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15152

3

**TITLE:** Personnel files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15177

1

**TITLE:** Project files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15166

1

**TITLE:** Proof of publication

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15141

3

**TITLE:** Publications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar materials printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. The State Archives should receive one copy of all municipal publications.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15153

1

**TITLE:** Purchase orders

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are orders issued to vendor to supply specific goods or services at a given price.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15169

1

**TITLE:** Recreation program files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These program files document specific recreation programs sponsored by the municipality. They are used for reference in developing future programs. They include flyers of specific programs, receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15150

1

**TITLE:** Resolutions

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

**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:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15151

3

**TITLE:** Retirement records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records are control documents relating to retirement. They include reports and registers.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15170

1

**TITLE:** Rezoning files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document attempts to rezone areas within municipality. They contain the original application; review forms; maps of areas involved; copies of investigative reports; copies of planning commission minutes; notice of hearings; copies of ordinances; copies of city council agenda.

**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:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15148

3

**TITLE:** Sales and use tax return forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms are required by the State Tax Commission to report quarterly sales and to remit the amount collected and due to the state (e.g., municipal swimming pools).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15181

3

**TITLE:** Street name and house number files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

**AUTHORIZED:** 09-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15146

1

**TITLE:** Surplus property case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the sale of surplus municipal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**RETENTION:**

Retain for 6 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15179

3

**TITLE:** Survey drawings

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

**AUTHORIZED:** 01-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15174

3

**TITLE:** Television inspection reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sewer line monitoring records, GRS-1137.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15172

3

**TITLE:** Unclaimed property files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer before November for previous fiscal year (UCA 78-44-18) and forms completed by finder of lost property and delivered to a local law enforcement agency. The finder of lost property shall sign a statement stating "how the property came into his possession, including time, date, and place, and stating that he does not know...[owner] and his possession of it is not unlawful" (UCA 77-24a-3). A notice is placed in a local newspaper. If not claimed after 3 months, the finder may claim property upon the "payment of cost incurred for advertising and storage" (UCA 77-24a-5). If not claimed the property may be sold at auction and the proceeds pay "necessary expenses incurred in the preservation of such property and return balance to the state treasurer" (UCA 77-24-4).

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.



**AGENCY:** Minersville (Utah)

**SERIES:** 15172

**TITLE:** Unclaimed property files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15175

3

**TITLE:** Water consumption reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. They include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Minersville (Utah)

**SERIES:** 15176

3

**TITLE:** Water main charts and indexes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public