# Retention and Classification Report

**Agency:** Paradise (Utah) (757)

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9035 South 100 West
Paradise, UT 84328
435 245-6737

**Records Officer:** _____

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|---|---|
| 26487 | Audit reports |
| 26484 | Council minutes |
| 26489 | General plan |
| 26485 | Ordinances |
| 26486 | Planning commission minutes |
| 26489 | General plan |

**AGENCY:** Paradise (Utah)

**SERIES:** 26487 3
**TITLE:** Audit reports
**DATES:** 1939-
**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:**

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**AGENCY:** Paradise (Utah)

**SERIES:** 26487
**TITLE:** Audit reports

(continued)

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**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:** Paradise (Utah)

**SERIES:** 26484 3
**TITLE:** Council minutes
**DATES:** 1925-
**ARRANGEMENT:** Chronological by year
**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:**

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**AGENCY:** Paradise (Utah)

**SERIES:** 26484
**TITLE:** Council minutes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Paradise (Utah)

**SERIES:** 26489 1
**TITLE:** General plan
**DATES:** 2004-
**ARRANGEMENT:** Chronological by year
**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 rehabilit ation, 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 AND DISPOSITION AUTHORIZATION:**

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**AGENCY:** Paradise (Utah)

**SERIES:** 26489
**TITLE:** General plan

(continued)

**APPRAISAL:**

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Paradise (Utah)

**SERIES:** 26485 1
**TITLE:** Ordinances
**DATES:** 1933-
**ARRANGEMENT:** Chronological by year
**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.

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**APPRAISAL:**

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Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Paradise (Utah)

**SERIES:** 26485
**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Paradise (Utah)

**SERIES:** 26486 3
**TITLE:** Planning commission minutes
**DATES:** 1986-
**ARRANGEMENT:** Chronological by year
**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

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**AGENCY:** Paradise (Utah)

**SERIES:** 26486
**TITLE:** Planning commission minutes

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**APPRAISAL:**

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Paradise (Utah)

**SERIES:** 26488 1
**TITLE:** Zoning ordinances
**DATES:** 1975-
**ARRANGEMENT:** Chronological by year
**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

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**SERIES:** 26488
**TITLE:** Zoning ordinances

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**PRIMARY DESIGNATION:**

Public