Retention and Classification Report

Agency: Parowan (Utah) (759)

Parowan City Hall
35 East 100 North; PO Box 576
Parowan, UT 84761
435-477-3331

Records Officer: _____

23631	Annual audits
03929	Bankruptcy files
23639	Board of Adjustment minutes
85019	City Council minutes
29316	General plans
84925	Ordinances
23638	Planning and zoning minutes
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23625	Revised ordinances

AGENCY: Parowan (Utah)

SERIES: 23631 3
TITLE: Annual audits
DATES: 1932-
ARRANGEMENT: Chronological
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:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Parowan (Utah)

SERIES: 23631
TITLE: Annual audits

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Parowan (Utah)

SERIES: 3929 3

TITLE: Bankruptcy files

DATES: 1980-

ARRANGEMENT: Alphabetical by customer name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are files on utility customers who have filed bankruptcy. They are used in collecting payments for utility bills and for reference purposes. Utilities "may not alter, refuse, or discontinue service, or discriminate against the trustee or the debtor solely on the basis of the commencement" of bankruptcy proceedings, but may if neither trustee nor the debtor "within 20 days after the date of the order for relief, furnishes adequate assurance of payment in the form of a deposit or other security, for service after such date" (11 U. S. C. 366 (1989)). The files contain a variety of court orders and forms including statements of affairs, payment schedules and plans, Chapter 13 interim plans, discharges of debtor, conditional order of dismissal of order, orders of automatic dismissal, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until final payment or discharge of debt and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary value to the agency. These records must also be kept until all payments are made or the debt has been discharged. According to 11 U. S. C. 1322(c) (1989), "the plan may not provide for payments over a period that is longer than 3 years, unless the court approves a longer period, but the court may not approve a period that is longer than 5 years."

AGENCY: Parowan (Utah)

SERIES: 23639 3
TITLE: Board of Adjustment minutes
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Parowan (Utah)

SERIES: 23639
TITLE: Board of Adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Parowan (Utah)

SERIES: 85019 4
TITLE: City Council minutes
DATES: 1887-
ARRANGEMENT:
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These minutes document all regular and special meetings of the Parowan city council. The council is the chief governing and legislative body of the municipality and consists of the mayor and council members (Utah Legislature. Acts, Resolutions, and Memorials, 1870, Ch. 11; UCA, 1953, 10-6-3, 10-6-5). The minutes reflect the activities of the council in the performance of its various duties. The council is responsible for managing all aspects of city government including conducting elections, creating municipal offices and departments, appointing public officials, setting salaries, and controlling city finances. The council regulates the activities of the city's inhabitants, resident businesses and organizations, and provides and maintains a variety of public services for the community. The regulation of domestic animals, liquor sales, traffic, and other domestic, commercial, and professional activities constitutes a large portion of the council's documented functions, as does the maintenance of public health, management of the community's natural resources, and the administration of various public utilities such as electrical, telephone, water, gas, and sewer systems. In 1907, Parowan built a hydro-electrical generating plant on Center Creek in nearby Parowan Canyon and since that time the city has been an operator and persistent advocate of publicly-owned electrical power systems.

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: Parowan (Utah)

SERIES: 85019
TITLE: City Council minutes

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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APPRAISAL:

These records have historical value(s).

These minutes document all regular and special meetings of the Parowan city council over a period of more than a century and therefore constitute a valuable record of the city's history and its role in the rural, urban, and industrial development of southwestern Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Parowan (Utah)

SERIES: 29316 1
TITLE: General plans
DATES: 2015-
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: Parowan (Utah)

SERIES: 29316
TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Parowan (Utah)

SERIES: 84925 1
TITLE: Ordinances
DATES: 1892-
ARRANGEMENT:
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These ordinances document the legislative functions of the Parowan city council and comprise the municipal code by which the city's officials and inhabitants conducted their daily business. Parowan's original 1851 charter authorized the city council to "make,... and execute all such ordinances,... as they may deem necessary for the peace, benefit, good order, regulation, convenience, and cleanliness of said City, - for the protection of property therein, from destruction by fire or otherwise; and for the health and happiness thereof" (Laws and Ordinances of the State of Deseret, 1850-1851). Both the city's reincorporation in 1868, and their designation as a third class city (at least by 1888) reinforced this mandate. The ordinances primarily concern maintaining law and order; guarding public health; administering water use and development; creating and maintaining public improvements; licensing, taxing, and regulating businesses, trades, and professions; regulating commodities and dangerous substances; abating nuisances; controlling domestic animals; conducting elections; creating municipal offices and departments; appointing public officials; setting salaries; and controlling city finances. Soon after 1900, the ordinances reflect the city's accommodation to modern technological improvements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Parowan (Utah)

SERIES: 84925
TITLE: Ordinances

(continued)

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

APPRAISAL:

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

These ordinances document the legislative functions of Parowan's city council for more than a century and therefore constitute a valuable record of the city's history and the history of southwestern Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Parowan (Utah)

SERIES: 23638 3
TITLE: Planning and zoning minutes
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Parowan (Utah)

SERIES: 23638
TITLE: Planning and zoning minutes

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Parowan (Utah)

SERIES: 23637 1
TITLE: Resolutions
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

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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.

AGENCY: Parowan (Utah)

SERIES: 23637
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Parowan (Utah)

SERIES: 23625 4
TITLE: Revised ordinances
DATES: 1920; 1931; 1943-
ARRANGEMENT: Chronological by year, thereunder numerical by ordinance number.
DESCRIPTION:

These ordinances document the approximately ten year revision of municipal ordinances as required by the Parowan city council and constitute the current municipal code for Parowan at the time of their publication. The ordinances primarily concern maintaining law and order; guarding public health; administering water use and development; creating and maintaining public improvements; licensing, taxing, and regulating businesses, trades, and professions; regulating commodities and dangerous substances (such as liquor and tobacco); abating nuisances; controlling domestic animals and livestock; conducting elections; creating municipal offices and departments; appointing public officials; setting salaries; and controlling city finances.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

These records have historical value(s).

The records document an approximate ten year revision of city ordinances and constitute a credible record of the city's development between the world wars.

AGENCY: Parowan (Utah)

SERIES: 23625
TITLE: Revised ordinances

(continued)

PRIMARY DESIGNATION:

Public