Retention and Classification Report

Agency: Providence (Utah) (802)

Providence City Office Building
164 North Gateway Drive
Providence, UT 84332
435-752-9441

Records Officer: _____

22309	Board of adjustment minutes
22667	Cemetery records
30081	City Council agenda packets
22310	City Council minutes
22670	City ordinances
30223	Community histories
22668	Financial audit reports
30233	Historic building survey records
30242	Historical celebration videos
30004	Personnel files
30080	Planning Commission meeting materials
22308	Planning and zoning commission minutes
22307	Resolution files

AGENCY: Providence (Utah)

SERIES: 22309 3
TITLE: Board of adjustment minutes
DATES: 1983-
ARRANGEMENT: Chronological by year
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:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Providence (Utah)

SERIES: 22309
TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 22667 3
TITLE: Cemetery records
DATES: 1861-
ARRANGEMENT: Chronological.
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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:

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.

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

APPRAISAL:

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

The records in this series are of permanent historical value as representation of the management and care of a local cemetery.

AGENCY: Providence (Utah)

SERIES: 22667
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 30081 1
TITLE: City Council agenda packets
DATES: 1995-2008
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These files contain memoranda, copies of vouchers, transportation requests, travel authorization request registers, and all supporting documentation.

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 2 years or until administrative value has been met 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).

The records in this series are of permanent historical and research value by providing context for the business of the the city council.

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 22310 3
TITLE: City Council minutes
DATES: 1865-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 0.10 cubic feet.
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:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Providence (Utah)

SERIES: 22310
TITLE: City Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Providence (Utah)

SERIES: 22670 1
TITLE: City ordinances
DATES: 1898-
ARRANGEMENT: Numerical by ordinance number
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.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

AGENCY: Providence (Utah)

SERIES: 22670
TITLE: City ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 30223 3
TITLE: Community histories
DATES: 1949-2009
ARRANGEMENT: Chronological by publication date.
DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency written history, GRS-2529.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The publications in this series have permanent historical value as compiled sources of history of Providence City government and the broader community.

PRIMARY DESIGNATION:

Private

AGENCY: Providence (Utah)

SERIES: 22668 3
TITLE: Financial audit reports
DATES: 1940, 1954-1984, 1989-
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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Providence (Utah)

SERIES: 22668
TITLE: Financial audit reports

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Providence (Utah)

SERIES: 30233 3
TITLE: Historic building survey records
DATES: 2005-2007
ARRANGEMENT: Chronological by survey date,
DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Compact disc: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of work undertaken by the Historic Preservation Commission and as documentation of local history.

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 30242 3
TITLE: Historical celebration videos
DATES: 1949,2009
ARRANGEMENT: Chronological by event date.
DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Digital Versatile Disk - Rewritable: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as visual documentation of celebrations and life in the community.

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 30004 3
TITLE: Personnel files
DATES: 1977-
ARRANGEMENT: In order by termination date, thereunder alphabetical by employee's last name.
DESCRIPTION:

These records are official employment files for employees of Providence City. These files may include the employment application, pay records, leave documentation, performance evaluations, training certifications, disciplinary actions, correspondence, and termination and retirement records.

RETENTION:

Retain for 65 year(s) after date of hire

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 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

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

These records document an employees right to certain retirement benefits through documentation of salary and other benefits.

AGENCY: Providence (Utah)

SERIES: 30004
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-301 (2) (2020) and Utah Code 63G-2-302 (2)(a)(b)(2020)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Providence (Utah)

SERIES: 22308 3
TITLE: Planning and zoning commission minutes
DATES: 1982-
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)).

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Providence (Utah)

SERIES: 22308
TITLE: Planning and zoning commission minutes

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 30080 3
TITLE: Planning Commission meeting materials
DATES: 1995-2008
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains agenda packets compiled for planning commission meetings in Providence city. Packets were compiled by planning commission chairmen and secretaries and distributed to commission members prior to meetings, typically held monthly. Each packet generally contains such information as an agenda for the upcoming meeting; correspondence from the chairman and/or secretary regarding upcoming or past business; draft minutes from previous meetings to be read and approved at the upcoming meeting; staff reports from the city's planning staff, which usually includes summaries of key issues on specific business such as plat approvals, changes to plans, code amendments, and more; copies of any codes, ordinances, or resolutions related to upcoming discussions; copies of plat or building plans needed for upcoming discussions; and any other documents needed to facilitate planning commission discussions.

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 value has been met 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).

Records in this series are of permanent historical value due to the context they provide to planning commission meetings as well as evidence of the function and management of the planning commission.

AGENCY: Providence (Utah)

SERIES: 30080
TITLE: Planning Commission meeting materials

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Providence (Utah)

SERIES: 22307 3
TITLE: Resolution files
DATES: 1998-
ARRANGEMENT: Chronological by year, thereunder numerical by resolution number
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:

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 resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Providence (Utah)

SERIES: 22307
TITLE: Resolution files

(continued)

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