

## Retention and Classification Report

**Agency:** Redmond (Utah) (835)

Redmond Town Hall  
45 West Main, P.O. Box 117  
Redmond, UT 84652  
435-529-3278

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

09618	Audit reports
09622	Cemetery cards
09616	Cemetery deed register
09620	Council minutes
09619	Ordinances (codified)
09615	Perpetual care books

**AGENCY:** Redmond (Utah)

**SERIES:** 9618

3

**TITLE:** Audit reports

**DATES:** 1939-

**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:**

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 State Archives permanently with authority to weed.

**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.

**AGENCY:** Redmond (Utah)

**SERIES:** 9618

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

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

**AGENCY:** Redmond (Utah)

**SERIES:** 9622

3

**TITLE:** Cemetery cards

**DATES:** ca. 1912-

**ARRANGEMENT:** Alphabetical by name of owner of lot

**DESCRIPTION:**

There are two cards for each lot and owner. The first card includes the owner's name, the location of the lot, the owner's residence and the number of graves on that lot. The second card contains listings for each burial on the lot: generally the name of the deceased, their birth and death dates , and occasionally names of relatives.

**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.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Redmond (Utah)

**SERIES:** 9616

3

**TITLE:** Cemetery deed register

**DATES:** 1912-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They may include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number.

**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:**

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Redmond (Utah)

**SERIES:** 9620

3

**TITLE:** Council minutes

**DATES:** 1957-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. 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.

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**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(1)(e) (2008)

**AGENCY:** Redmond (Utah)

**SERIES:** 9620

**TITLE:** Council minutes

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Redmond (Utah)

**SERIES:** 9619

1

**TITLE:** Ordinances (codified)

**DATES:** 1890-

**ARRANGEMENT:** Numerical by title

**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:**

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:**

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**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.



**AGENCY:** Redmond (Utah)

**SERIES:** 9619

**TITLE:** Ordinances (codified)

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Redmond (Utah)

**SERIES:** 9615

3

**TITLE:** Perpetual care books

**DATES:** 1958-

**ARRANGEMENT:** Alphabetical by name of owner

**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:**

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:**

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**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Redmond (Utah)

**SERIES:** 9615

**TITLE:** Perpetual care books

(continued)

**PRIMARY DESIGNATION:**

Public