Retention and Classification Report

Agency: Smithfield (Utah) (1103)

Smithfield City Hall
96 South Main Street, P.O. Box 96
Smithfield, UT 84335
435-563-6226

Records Officer: _____

22320	Board of adjustment minutes
29408	Budget
28105	Cemetery deed and payment ledgers
28103	Cemetery lot cards
22698	City Council minutes
22699	City ordinances and resolutions
28109	Death and burial record sheets
29335	General plan
22319	Planning and zoning commission minutes
27786	Police Department case files
25354	Publications

AGENCY: Smithfield (Utah)

SERIES: 22320 3
TITLE: Board of adjustment minutes
DATES: 1970-
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: Smithfield (Utah)

SERIES: 22320
TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 29408 3
TITLE: Budget
DATES: 2017-
ARRANGEMENT: none
DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

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:

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 28105 3
TITLE: Cemetery deed and payment ledgers
DATES: 1924-
ARRANGEMENT: Alphabetical by owner name.
DESCRIPTION:

This series is used to track ownership of cemetery lots and payments for care of those lots. The information is recorded on pre-printed forms bound in post binders. The forms include the name and address of the lot owner, the date of contract and amount paid, description of the lot purchased, and a record of yearly or perpetual care payments made.

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.

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, and/or legal value(s).

This series has administrative, legal, and historical value as documentation of ownership of cemetery plots.

AGENCY: Smithfield (Utah)

SERIES: 28105
TITLE: Cemetery deed and payment ledgers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28103 3
TITLE: Cemetery lot cards
DATES: 1860-
ARRANGEMENT: Alphabetical by plat, thereunder numerical by lot.
DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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.

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, historical, and/or legal value(s).

This series has historic and administrative value as documentation of the location of burials in the cemetery, as well as legal value as documentation of property ownership.

AGENCY: Smithfield (Utah)

SERIES: 28103
TITLE: Cemetery lot cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 22698 3
TITLE: City Council minutes
DATES: 1868-
ARRANGEMENT: Chronological
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:

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.

AGENCY: Smithfield (Utah)

SERIES: 22698
TITLE: City Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Smithfield (Utah)

SERIES: 22699 1
TITLE: City ordinances and resolutions
DATES: 1996-
ARRANGEMENT: Numerical
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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28109 1
TITLE: Death and burial record sheets
DATES: 1982-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains information about burials in the cemetery, hand-written on pre-printed forms and filed in binders. The forms provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date and place of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of funeral, funeral director's name, location and name of the owner of the burial lot, burial costs, and vault type. It appears that these records are used in collecting information that is then copied in more final form in other cemetery records. In many cases, a copy of an obituary is attached to the form and occasionally other documentation, such as mortuary forms or transit permits are included.

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.

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 historical value(s).

This series has permanent historic value as documentation of the operation of the Smithfield Cemetery and the individuals buried there.

AGENCY: Smithfield (Utah)

SERIES: 28109
TITLE: Death and burial record sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 29335 1
TITLE: General plan
DATES: 2017-
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: Smithfield (Utah)

SERIES: 29335
TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 22319 3
TITLE: Planning and zoning commission minutes
DATES: 1970-
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: Smithfield (Utah)

SERIES: 22319
TITLE: Planning and zoning commission minutes

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 27786 3
TITLE: Police Department case files
DATES: 2001-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records include information beyond the initial contact report. They are used by officers to document their investigations into incidents reported to the department. Information includes officer notes, description of actions taken by officers, complainant and offender information, photographs, audio/video recordings, and any paper evidence. Both felony and misdemeanor investigations are included.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

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

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

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 27786
TITLE: Police Department case files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(c)

AGENCY: Smithfield (Utah)

SERIES: 25354 3
TITLE: Publications
DATES: 1977-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Smithfield or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "A Water System Master Plan for the Communities of Smithfield, Hyde Park, and North Logan, Utah" (The Tri-City Plan Volume II) (June 1977).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Smithfield (Utah)

SERIES: 25354
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public