# **Retention and Classification Report**

Agency: Snowville (Utah) (1105)

Snowville Town Hall 20 West Main, P.O. Box 734 Snowville, UT 84336 435-872-8501

**Records Officer:** 

17605 Financial audit reports17602 Town minutes

SERIES:17605TITLE:Financial audit reportsDATES:1967-ARRANGEMENT:ChronologicalDESCRIPTION:Chronological

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:**

Retain permanently

#### **DISPOSITION:**

May 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 authority to weed.

SERIES: 17605 TITLE: Financial audit reports

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## **PRIMARY DESIGNATION:**

Public

SERIES: 17602 TITLE: Town minutes DATES: 1940-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:**

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 after being microfilmed.

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SERIES: 17602 TITLE: Town minutes

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# **PRIMARY DESIGNATION:**

Public