

## Retention and Classification Report

**Agency:** South Weber (Utah) (1139)

1600 E South Weber Drive  
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South Weber, UT 84405  
8014793177203

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

27851	Board of Adjustment meeting minutes and agenda
29411	Budgets
27855	City council meeting minutes and agendas
27853	City ordinances
29339	General plans
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**AGENCY:** South Weber (Utah)

**SERIES:** 27851

3

**TITLE:** Board of Adjustment meeting minutes and agenda

**DATES:** 1955-

**ARRANGEMENT:** Chronological

**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 for 105 year(s)

**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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).  
Minutes have ongoing research value.

**AGENCY:** South Weber (Utah)

**SERIES:** 27851

**TITLE:** Board of Adjustment meeting minutes and agenda

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Weber (Utah)

**SERIES:** 29411

3

**TITLE:** Budgets

**DATES:** 2010-

**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:** South Weber (Utah)

**SERIES:** 27855

3

**TITLE:** City council meeting minutes and agendas

**DATES:** 1944-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They also include an official agenda.

**RETENTION:**

Permanent. Retain for 105 year(s)

**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:**

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**AGENCY:** South Weber (Utah)

**SERIES:** 27855

**TITLE:** City council meeting minutes and agendas

(continued)

**APPRAISAL:**

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

Minutes document the decisions and actions of the city council and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Weber (Utah)

**SERIES:** 27853

3

**TITLE:** City ordinances

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Ordinances are 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 for 105 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** South Weber (Utah)

**SERIES:** 27853

**TITLE:** City ordinances

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** South Weber (Utah)

**SERIES:** 29339

1

**TITLE:** General plans

**DATES:** 2014-

**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:** South Weber (Utah)

**SERIES:** 29339

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** South Weber (Utah)

**SERIES:** 27852

3

**TITLE:** Planning Commission meeting minutes and agenda

**DATES:** 1955-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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 for 105 year(s)

**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:**

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Digital image: Retain in Office permanently.

**AGENCY:** South Weber (Utah)

**SERIES:** 27852

**TITLE:** Planning Commission meeting minutes and agenda

(continued)

**APPRAISAL:**

These records have historical value(s).

Minutes have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Weber (Utah)

**SERIES:** 27854

3

**TITLE:** Resolutions

**DATES:** 1974-

**ARRANGEMENT:** Numerical by resolution number which is also chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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 for 105 year(s)

**DISPOSITION:**

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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** South Weber (Utah)

**SERIES:** 27854

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Weber (Utah)

**SERIES:** 29718

3

**TITLE:** Subdivision Review Case Files

**DATES:** 1971-

**ARRANGEMENT:** Alphabetical by subdivision name.

**DESCRIPTION:**

These records are used for planning and land use, they document the developmental history of subdivision plans submitted to the South Weber Planning Commission and are used for compliance review with applicable development ordinances and standards. Records include plat maps and applications.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Subdivision review case files, GRS-663.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These case files document the developmental history of subdivisions in the city.