Retention and Classification Report

Agency: Washington City (Utah) (1273)

Washington City Hall
111 North 100 East
Washington, UT 84780
435-656-6300

Records Officer: _____

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AGENCY: Washington City (Utah)

SERIES: 24609 3
TITLE: Annual audit and financial report
DATES: 1982-
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.

AGENCY: Washington City (Utah)

SERIES: 24609
TITLE: Annual audit and financial report

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30207 3
TITLE: Beautification commission records
DATES: 1990-1996
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of decisions made.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 28653 3
TITLE: Board of Adjustment minutes
DATES: 1977-2012
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

Records in this series are of permanent historical value as representation of the decisions made by the Board of Adjustment.

AGENCY: Washington City (Utah)

SERIES: 28653
TITLE: Board of Adjustment minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Washington City (Utah)

SERIES: 29418 1
TITLE: Budgets
DATES: 2015-
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Washington City (Utah)

SERIES: 30240 3
TITLE: Cemetery burial permits
DATES: 1963-1991
ARRANGEMENT: None.
DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of deceased persons buried in the city cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 24614 3
TITLE: Cemetery indexes
DATES: 1858-
ARRANGEMENT: Alphabetical by name thereunder chronological by date
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 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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Records in this series are of permanent historical value as documentation of deaths and burials.

AGENCY: Washington City (Utah)

SERIES: 24614
TITLE: Cemetery indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30235 3
TITLE: Cemetery maps
DATES: 1863-1991
ARRANGEMENT: Numerical by plot number.
DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of deaths and burials.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30241 3
TITLE: Cemetery perpetual care records
DATES: 1979-1989
ARRANGEMENT: Chronological by date paid.
DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of cemetery burials and perpetual care payments.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30208 3
TITLE: City building project records
DATES: 1988-2019
ARRANGEMENT: None.
DESCRIPTION:

Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of city building projects.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 28652 3
TITLE: Conditional use permits
DATES: 1984-
ARRANGEMENT: Numerical by year and case number.
DESCRIPTION:

These records support the Planning Commission's function to make recommendations to the agency concerning conditional land use (Washington City Code 9-3-1(2013)). These records document the approval or denial of a petition and any required mitigation measures. Information includes the application as well as required exhibits and studies (Washington City Code 9-17-3(2013)).

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conditional use permit records, GRS-1044.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1985 through 2013. Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These records document the development and use of land and as such have historical value.

AGENCY: Washington City (Utah)

SERIES: 28652
TITLE: Conditional use permits

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Washington City (Utah)

SERIES: 30225 3
TITLE: Coral Canyon Special Service District minutes
DATES: 2001-2013
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of the business of the special service district and its relationship to the city.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30226 3
TITLE: Coral Canyon Special Service District resolutions
DATES: 2001-
ARRANGEMENT: Numerical by resolution number.
DESCRIPTION:

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the function and business of the district and its governing body.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30162 3
TITLE: Council meeting materials
DATES: 1990-2020
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the management of local government and representation of the issues and topics of concern to the city council and the public.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 24615 3
TITLE: Council minutes
DATES: 1909-2020
ARRANGEMENT: Chronological by meeting date.
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 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.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Washington City (Utah)

SERIES: 24615
TITLE: Council minutes

(continued)

APPRAISAL:

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

The records in this series are of permanent historical value as documentation of city history and representation of city management and governance.

PRIMARY DESIGNATION:

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

AGENCY: Washington City (Utah)

SERIES: 24611 3
TITLE: General plan
DATES: 1997-
ARRANGEMENT: Chronological
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" (UCA 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" (UCA 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 rehabilit ation, 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" (UCA 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 authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

AUTHORIZED: 04-03-2018

AGENCY: Washington City (Utah)

SERIES: 24611
TITLE: General plan

(continued)

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.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

These records have historical value based on their evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30205 3
TITLE: General plan adjustments
DATES: 2013-2019
ARRANGEMENT: Chronological by date of application.
DESCRIPTION:

These files document applications to rezone property within the governmental entity. They contain the original application, review forms, maps of areas involved, copies of investigative reports, copies of planning commission minutes, notices of hearings, development agreements, and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Rezoning records, GRS-661.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30206 3
TITLE: Historic preservation commission minutes
DATES: 1994-1996
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains minutes and records kept by the Preservation Commission of Washington City. The minutes contain an agenda, a summary of the commission's discussion and any actions taken, a list of members in attendance, and the date and time of each meeting. Minutes are signed by the chairman. Also included are any supplementary materials shared with the commission. Topics covered include ordinance amendments, definitions of historic sites, coordination with the mayor and city council, long and short range goals, and specific preservation projects.

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.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as representation of items discussed and actions taken on preservation.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30197 3
TITLE: Management reports
DATES: 2005-2011
ARRANGEMENT: Chronological.
DESCRIPTION:

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of city management.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30209 3
TITLE: Municipal Building Authority minutes
DATES: 1995-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the function and actions of the Municipal Building Authority.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30210 3
TITLE: Municipal Building Authority resolutions
DATES: 1995-2019
ARRANGEMENT: Chronological by date of resolution.
DESCRIPTION:

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the actions and decisions of the Municipal Building Authority.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30214 3
TITLE: Newsletters
DATES: 1985-
ARRANGEMENT: Chronological by publication date.
DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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 Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series is of permanent historical value as documentation of the events in, concerns of, and administration of the municipality.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30219 1
TITLE: Official bonds
DATES: 1937-1977
ARRANGEMENT: Chronological by date signed.
DESCRIPTION:

These are fidelity bonds or proof of insurance payable to the governmental entity conditioned for the faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body (Utah Code 10-3-819 (1987) and Utah Code 17-16-11(2007)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: 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 value as documentation of those who held political office in Washington City.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30177 3
TITLE: Ordinances
DATES: 1937-
ARRANGEMENT: Chronological by date of ordinance.
DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

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 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 as documentation of the management of and legislative decisions made by local government.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30201 3
TITLE: Planning Commission meeting minutes
DATES: 1982-2019
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as representation of the decisions and actions of the planning commission.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30203 3
TITLE: Power board minutes
DATES: 1984-2021
ARRANGEMENT: Chronological by meeting dates.
DESCRIPTION:

Open meeting minutes & supplementary materials include board packets, council packets, committee minutes, public notices, and related.

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.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as representation and documentation of the decisions made by the power board.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30185 3
TITLE: Resolutions
DATES: 1937-2019
ARRANGEMENT: Numerical by resolution number.
DESCRIPTION:

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

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 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 as representation of changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30211 3
TITLE: Road dedication records
DATES: 1993-2015
ARRANGEMENT: None.
DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Street name and house number files, GRS-1167.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series is of permanent historical value as documentation of road and street use.

PRIMARY DESIGNATION:

Public

AGENCY: Washington City (Utah)

SERIES: 30439 3
TITLE: Zone change application files
DATES: 1990-
ARRANGEMENT: Numerical by year and case number.
DESCRIPTION:

The records pertain to the zone change applications issued by Washington City to document changes or expansions of nonconforming land uses that may require approval by the Planning Commission. The records may include zone change application, zone change description, site plans, verification records regarding original and current use, petitions from residents, correspondence, nonconforming use certificate, Planning Commission recommendations and related decisions.

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 Nonconforming use certificate records, GRS-1059.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: For records beginning in 1990 through 2020. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Records document the change in land use and development in Washington City.

AGENCY: Washington City (Utah)

SERIES: 30439
TITLE: Zone change application files

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2021).