Retention and Classification Report

Agency: Wendover (Utah) (1312)

Wendover Government Complex
920 E. Wendover Blvd., P.O. Box 430
Wendover, UT 84083
435-665-7030

Records Officer: _____

27415	City Attorney Files
28550	City Council minutes
28554	Ordinances
30435	Publications
28556	Resolutions

AGENCY: Wendover (Utah)

SERIES: 27415 1
TITLE: City Attorney Files
DATES: 2010-
ARRANGEMENT: Chronological by year and thereunder numerical by box number
DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305

AGENCY: Wendover (Utah)

SERIES: 28550 3
TITLE: City Council minutes
DATES: 1950-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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) (2010) 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 may also include an official agenda. (See also Internal committee records).

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 Closed meeting records, GRS-1710.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until until administrative need ends and then transfer to State Archives with authority to weed.

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

AGENCY: Wendover (Utah)

SERIES: 28550
TITLE: City Council minutes

(continued)

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the operation of the city and the decisions and actions taken by the city council.

PRIMARY DESIGNATION:

Public

AGENCY: Wendover (Utah)

SERIES: 28554 1
TITLE: Ordinances
DATES: 1950-
ARRANGEMENT: Chronological by date of adoption and numerical by ordinance number.
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 (1977). 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:

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Paper: Retain in Office permanently or until administrative need ends 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).

This series has permanent historical value as documentation of the legislation enacted by the town board and city council.

AGENCY: Wendover (Utah)

SERIES: 28554
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wendover (Utah)

SERIES: 30435 3
TITLE: Publications
DATES: ca. 2020
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 need ends 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 information the city deemed important to disseminate to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Wendover (Utah)

SERIES: 28556 1
TITLE: Resolutions
DATES: 1950-
ARRANGEMENT: Numerical by resolution number and generally chronological by date of adoption.
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 (2010)).

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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Paper: Retain in Office permanently or until administrative need ends 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).

This series has permanent historical value as documentation of official statements and actions taken by the city council.

AGENCY: Wendover (Utah)

SERIES: 28556
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public