Retention and Classification Report

Agency: Beaver County (Utah). County Clerk (114)

Beaver County Office Building
105 East Center, P.O. Box 392
Beaver, UT 84713
435-438-6463

Records Officer: _____

29656	Administrative Records
83771	Marriage license applications
06120	Marriage licenses

AGENCY: Beaver County (Utah). County Clerk

SERIES: 29656 3
TITLE: Administrative Records
DATES: 1900-1950
ARRANGEMENT: Alpha-Numeric
DESCRIPTION:

This series contains multiple records from both the County Clerk duties and the Court Clerk duties performed by the County Clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This series has permanent historical value as sample documentation of the day to day workings of the County Clerk.

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County (Utah). County Clerk

SERIES: 83771 4
TITLE: Marriage license applications
DATES: 1920-
ARRANGEMENT: chronological, thereunder numerical by application number
DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes; application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; are free from veneral disease or chronic epilepsy (until December 13, 1963 when the form was altered, not requiring this information); maiden name of female (if previously marries); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

AGENCY: Beaver County (Utah). County Clerk

SERIES: 6120 3
TITLE: Marriage licenses
DATES: 1887-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

Paper: For records beginning in 1905 and continuing to the present. Retain in Office permanently.