Retention and Classification Report

Agency: Morgan County (Utah). County Commission (659)

Morgan County Courthouse
48 West Young Street, P.O. Box 886
Morgan, UT 84050
801-829-6811

Records Officer: _____

30754	Index to minutes
07025	Minutes
30755	Ordinances

AGENCY: Morgan County (Utah). County Commission

SERIES: 30754 3
TITLE: Index to minutes
DATES: 1862-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains an index for matters discussed in the minutes of the Morgan County Court, later the Morgan County Commission.

RETENTION:

Retain permanently

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 State Archives permanently.

APPRAISAL:

These records have historical value(s).

Record assists in providing access to historic records.

PRIMARY DESIGNATION:

Public UTah Code 63G-2-201(2)(2023).

AGENCY: Morgan County (Utah). County Commission

SERIES: 7025 4
TITLE: Minutes
DATES: 1862-
ARRANGEMENT: Chronological by date of meeting.
DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

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.

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: Morgan County (Utah). County Commission

SERIES: 7025
TITLE: Minutes

(continued)

APPRAISAL:

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Morgan County (Utah). County Commission

SERIES: 30755 3
TITLE: Ordinances
DATES: 1911-
ARRANGEMENT: Chronological.
DESCRIPTION:

These volumes contain ordinances approved by the Morgan County Commission. Records may contain: date, text of the ordinance, authorizations and approvals.

RETENTION:

Retain permanently

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 State Archives permanently.

APPRAISAL:

These records have historical value(s).

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).