Retention and Classification Report

Agency: Morgan County (Utah). County Clerk (660)

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

Records Officer: _____

19013	Commission meetings tape recordings
30797	Marriage index
83805	Marriage licenses
19249	Planning Commission meetings tape recordings

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19013 3
TITLE: Commission meetings tape recordings
DATES: 1997-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain for 6 month(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 30797 3
TITLE: Marriage index
DATES: 1934-1937
ARRANGEMENT: Alphabetical by male's surname, thereunder chronological by marriage date.
DESCRIPTION:

This series contains a partial index to marriage records for a period between 1934 and 1937.

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:

Paper: For records beginning in 1934 through 1937. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The record in this series has permanent value as a tool for accessing historical marriage records.

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83805 4
TITLE: Marriage licenses
DATES: 1869-
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 goom; date and number of license; date of marriae; 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.

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19249 3
TITLE: Planning Commission meetings tape recordings
DATES: 1993-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the actual tape recordings of regular and special planning commission meetings. They are used to document planning commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain for 6 month(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the county.

PRIMARY DESIGNATION:

Public