Retention and Classification Report

Agency: Sevier County (Utah). County Commission (879)

Sevier County Administration Bldg.
250 North Main
Richfield, UT 84701
(435)893-0401

Records Officer: _____

84228	Minutes
24267	Ordinances
25223	Publications
26357	Resolutions
84228	Minutes

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228 4
TITLE: Minutes
DATES: i 1865-
ARRANGEMENT: The series is arranged chronologically by date of meeting. Volumes are labeled alphabetically, starting over in 1901.

DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and incorporating municipalities.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228
TITLE: Minutes

(continued)

APPRAISAL:

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

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267 3
TITLE: Ordinances
DATES: 1896-
ARRANGEMENT: Numerical by ordinance number, numbers assigned chronologically
DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)). Early ordinances are in a book containing transcriptions of ordinances as well as some correspondence related to the establishment of individual ordinances. These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-53-223 (1)(a) (2000)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-20-1.7 (2000)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267
TITLE: Ordinances

(continued)

authority to weed.

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

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

APPRAISAL:

These records have administrative, historical, and/or legal 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

AGENCY: Sevier County (Utah). County Commission

SERIES: 25223 3
TITLE: Publications
DATES: 1969-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Sevier County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Comprehensive Report on Water & Sewer for Sevier County Utah" (1969) by Call Engineering and "Overall Economic Development Program" (1970).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Sevier County (Utah). County Commission

SERIES: 25223
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 26357 1
TITLE: Resolutions
DATES: 1989-
ARRANGEMENT: Chronological by date passed
DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 [1995]). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

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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Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: Sevier County (Utah). County Commission

SERIES: 26357
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 5916 3
TITLE: Zoning maps
DATES: 1965-
ARRANGEMENT:
DESCRIPTION:

Official zone map of Sevier County, Utah adopted by the Board of County Commissioners.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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