Retention and Classification Report

Agency: San Juan County (Utah). County Clerk (903)

P.O. Box 338
Monticello, UT 84535
435-587-3223

Records Officer: _____

25902	Marriage license applications
06126	Marriage licenses

AGENCY: San Juan County (Utah). County Clerk

SERIES: 25902 3
TITLE: Marriage license applications
DATES: 1927-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

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 Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Clerk

SERIES: 25902
TITLE: Marriage license applications

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: San Juan County (Utah). County Clerk

SERIES: 6126 4
TITLE: Marriage licenses
DATES: i 1888-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains copies of the marriage licenses granted in San Juan County. The information includes names, addresses, and ages of bride and groom; date and number of license; 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:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public