

Retention and Classification Report

Agency: Salt Lake County (Utah). County Clerk (956)

Salt Lake County Government Center
2001 South State Street, #S2200
Salt Lake City, UT 84190
801-468-3528

Records Officer: _____

13208	Business licenses
13196	Election registers
30408	Election returns
06211	General and limited partnership index
13210	General and limited partnerships records
06688	Marriage applications and licenses
10360	Marriage license index books
13200	Pawnshop records
13206	Pension payroll records
11985	Petitions and affidavits

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13208

3

TITLE: Business licenses

DATES: i 1895-

ARRANGEMENT: none

DESCRIPTION:

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.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13196

3

TITLE: Election registers

DATES: 1914-

ARRANGEMENT: none

DESCRIPTION:

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13196

TITLE: Election registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 30408

3

TITLE: Election returns

DATES: 2021-

ARRANGEMENT: Chronological by election year

DESCRIPTION:

These records are election returns, and include ballot envelopes, ballots, tabs, and other related materials from each election.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

AUTHORIZED: 09-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then transfer to State Records Center. Retain in State Records Center for 20 months and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 20A-4-202 (2022)

SECONDARY DESIGNATION(S):

Protected. Utah Code 20A-3a-104 (2020)

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6211

3

TITLE: General and limited partnership index

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13210

3

TITLE: General and limited partnerships records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6688

4

TITLE: Marriage applications and licenses

DATES: i 1887-

ARRANGEMENT: Numerical by marriage license number

DESCRIPTION:

The first two reels of this series consists of marriage licenses filed with the county probate court clerk. Beginning in 1888, an application was filed first. Then the marriage license was filed with the application. Later, they moved to bound volumes of applications with the license attached. These are original applications and licenses with original signatures. The series was assumed by the county clerk when the probate court was abolished.

Information on applications gives family history data: dates and places of birth, number previous marriages, parents' names, etc. The license 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. If permission was required for the marriage of minors, that too was recorded.

Entries were numbered consecutively from number 1 beginning in 1887. In 1905, the clerk started over again with number 1.

Renumbering was begun yet again in 1974; printer error in creating the forms accounts for the apparent gap between 1000 and 1801. In 1977, they chose not to use numbers 27385-27999. In 1983, renumbering was begun once more.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: For records beginning in 1983 and continuing to the present. Retain in Office permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6688

TITLE: Marriage applications and licenses

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records prior to and including 1982. Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 10360

3

TITLE: Marriage license index books

DATES: 1887-

ARRANGEMENT: Numerical or chronological by volume indexed, thereunder alphabetical by bride and grooms's surnames

DESCRIPTION:

These books index the record books and the application and license books kept by the Salt Lake County Clerk. Each indexes a certain volume or date span. Within that framework, a license can be accessed by either the man or woman's name. For each name, the record book and page number is given (series 4000) and the license number (series 6688). Record books were no longer kept after 1952, so the indexes after that point just index series 6688.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13200

3

TITLE: Pawnshop records

DATES: 1893-

ARRANGEMENT: none

DESCRIPTION:

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.

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

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13206

3

TITLE: Pension payroll records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

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 Archives permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 11985

1

TITLE: Petitions and affidavits

DATES: 1976-

ARRANGEMENT:

DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)(1990)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after issue resolved or final decision is made or until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public