

Retention and Classification Report

Agency: Tooele County (Utah). County Clerk (1163)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer: _____

01909	Administrative subject files
01546	Annual audits
03491	Beer license files
01504	Bid files
03290	Blueprints
01921	Cash receipts
01906	Claims against the county
01911	Commission agenda files
01536	Deeds files
26176	Election and voting records
03270	Election district maps
01640	Election files
26175	Election registers
01749	Insurance information files
01729	Insurance policies files
01496	Jury master file report
02816	License book
01505	Limited partnership files and index
06117	Marriage licenses
01694	Monthly expenditures, encumbrances, and appropriation report
01889	Monthly marriage license report
03546	Notaries public index
01868	Notary public lists and index
30558	Oaths of office
05539	Official election registers
01779	Petition files
01511	Project commencement notices files
01772	Proof of publication files
01538	Purchasing office supply files
03364	Register of Officers
01771	Resolutions

03492	State driver's license master license report
01552	Time accounting report
03535	Voter registration applications
01675	Wills filed and index

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1909

3

TITLE: Administrative subject files

DATES: i 1970-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files are the clerk's administrative subject files. They are used for references purposes and to support the daily activities of the office. They concern various issues of importance to Tooele County including the vitro tailings, livestock, and committees. The files includes correspondence, copies of petitions, copies of contracts, copies of ordinances, copies of resolutions, copies of surveys, copies of brochures for federal programs, copies of proposed legislation, information on professional organizations, and preliminary budget information.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These files contain only routine information. All significant policy and program correspondence is maintained by the the county commission clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1546

TITLE: Annual audits

DATES: 1927-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the annual audit reports by external auditors showing the financial condition of Tooele County. All counties are required to have an audit undertaken within six months after the close of the fiscal year. The audit shall include "the financial statements; the auditor's opinion on the financial statements; a statement of the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identifies any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)).

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: 03/1990

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1546

TITLE: Annual audits

(continued)

APPRAISAL:

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

This disposition is based on the primary and secondary values of these audits to the county clerk and to potential researchers.

They document the financial condition of the county providing information for county decision makers and planners. Researchers may also use them informationally to gain a more complete administrative and financial picture.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3491

3

TITLE: Beer license files

DATES: i 1977-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the issuance of beer licenses within Tooele County. They are used for the application, the investigation, and the issuance or denial of beer licenses. Tooele County has chosen to regulate the sale of beer in accordance with Utah law. Counties "outside of incorporated cities and towns, may license, tax, regulate, or prohibit the sale, consumption, or both, of light beer, at retail, in bottles, or draft" (UCA 32A-10-7 (1989)). The files include correspondence, investigative reports by the Sheriff's Office, and the original application. The application includes the applicant's name, address, phone number; date of birth, citizenship, a physical description (height, weight, sex, hair and eye color) and applicant's photograph; social security number; driver's license number; type of license; questions concerning any previous criminal convictions and any previous license denials; type of business; name of company; names of partners; location of premises; applicant's employment record; date of application, and applicant's notarized signature.

RETENTION:

Retain for 5 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after expiration of license and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3491

TITLE: Beer license files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meets its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1504

3

TITLE: Bid files

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files document the county's bid process. They are used to select appropriate bids for goods or services. They include notices to bidders, specifications, quotations, notices of sale of surplus property, brochures, flyers, and notices of award.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary value to the agency to meet its administrative and financial needs as expressed by the county clerk. The files are audited on a regular basis.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3290

3

TITLE: Blueprints

DATES: ca. 1970-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are copies of blueprint drawings and maps of county buildings and roads. They are used for reference purposes. They include maps of the county hospital, county roads, and the Tooele City Building.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after completion of construction and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency. These blueprints are only review copies maintained by the county clerk. The official copies are maintained by the Department of Development Services.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1921

3

TITLE: Cash receipts

DATES: 1987-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are computer receipts issued for monies received by the clerk's office. They are used for auditing purposes. They include receipt number, receipt amount, date, event code, fee amount, agency code, amount allocated, yellow copy of receipt, receipt number, name of person making payment, name of deputy giving receipt, date, time, check number, case number, event service, amount, and total amount.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the record's primary value to the agency to meet their fiscal needs as expressed by the county clerk. The receipts are audited on a regular basis.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1906

3

TITLE: Claims against the county

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document financial claims filed with the county commission against Tooele County for damages caused by county personnel, equipment, or property. They are used to settle the claims. The files include the initial complaint, legal filings, summons, memoranda, notes, accident reports, notices of intent, releases of claims, and related correspondence.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the primary administrative value of these records to the county clerk. A claimant "dissatisfied with the rejection of his claim or demand or with the amount allowed him on account may sue the county therefor [sic] at any time within one year after the first rejection thereof the board, but not afterward" (UCA 17-15-13 (1990)).

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1911

3

TITLE: Commission agenda files

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the public notification of regular and special county commission meetings. The files include agenda (containing date, time, location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1536

3

TITLE: Deeds files

DATES: 1917-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the purchase of real property by Tooele County. They are used to document ownership and transfer of title for such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder, and statements of delinquencies. The bulk of the deeds are from 1950.

RETENTION:

Retain for 4 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after property transferred from County ownership and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk. Since the county recorder maintains a recorded copy of all deeds, it was determined it was unnecessary for the county clerk to maintain a second copy after the county disposed of the property.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26176

3

TITLE: Election and voting records

DATES: 1878-

ARRANGEMENT: Alphabetically by subject category and thereunder chronologically by election year.

DESCRIPTION:

This series consists of various records documenting voter registration, voting, and tallying votes in Tooele County elections. The records largely concern voting precincts in Grantsville, Ophir, and Rush Valley. They include lists of certified elected officials, 1907; election returns, 1880, 1888, 1918; election tallies, 1878-1881; election judges' oaths, 1878-1880; poll lists, 1878-1882; voter registration lists, 1878-1895; registry lists, 1878-1895; talley sheets, 1895; voter lists, 1879; and voter oaths, 1878-1895. These oaths indicate that the voter is not a polygamist or is no longer preaching polygamy. They include the official ballots cast in Lincoln voting district five for the 1904 general election (Theodore Roosevelt vs Alton B. Parker).

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: For records beginning in 1878 through 1907. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These miscellaneous election and voting records are being retained permanently for their artifactual value.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26176

TITLE: Election and voting records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3270

3

TITLE: Election district maps

DATES: 1978-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These blueprint county maps are used to illustrate election districts and for reference purposes. The maps include roads, streams, mountains, cities and towns and have had the boundaries of the voting districts added.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These election maps are used until new maps are created. They have no value after they have been superseded.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1640

3

TITLE: Election files

DATES: 1966-

ARRANGEMENT: Chronological, thereunder alphabetical by political party or type of election

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files document primary, general and school elections in Tooele County. They are used to verify elections are held in accordance with state statutes. The files include forms listing official party candidates and delegates, reports of county officers, state delegates to party conventions, and state central committee members, names of political party officers (Republican and Democratic), party primary convention reports (political party, name of county, name of candidate, office and length of term) for printing on the primary election ballot and names of candidates to be printed on November ballot (name, office, length of term, signature of county chair and secretary for political party), list of party delegates by district to county convention, a letter detailing expenditures for campaign by county committees and lists of applicants for registration agents; tabulation of election returns; abstract of primary election returns by county; list of delegates; copies of official and primary ballots; information of mass meetings; expense of candidates, lists of registration agents and judges.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1640

TITLE: Election files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26175

1

TITLE: Election registers

DATES: 1932-

ARRANGEMENT: Chronologically by election year and thereunder numerically by district number or poll or precinct number.

DESCRIPTION:

The Tooele County clerk kept certified copies of election registers for the county. They document persons registered to vote and indicate who voted in general, municipal and school board elections. The registers include district number, poll or precinct number, city, county, election type, and date. Surviving registers include those for the general elections of 1932 and 1936; the municipal elections of 1933, 1935, and 1937; and the school board elections of 1938 and 1939.

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:

Paper: For records beginning in 1932 through 1939. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Election registers for the 1930s document the names and activities of voters in Tooele County in the 1930s. Voter registrations records are required to be maintained permanently. (UCA 20A-2-104).

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26175

TITLE: Election registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1749

3

TITLE: Insurance information files

DATES: 1974-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files are informational files. They are used to reference information on county insurance. The files include correspondence, bid proposals, newspaper clippings, insurance loss statements, and insurance review statements.

RETENTION:

Retain for 3 year(s) or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1729

1

TITLE: Insurance policies files

DATES: 1965-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These policies document the actual insurance coverage of Tooele County by private insurers. They are used to verify insurance coverage. These files include the actual policy contracts for liability and automobile insurance.

RETENTION:

Retain for 10 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after expiration of policy and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet their administrative and legal needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1496

3

TITLE: Jury master file report

DATES: 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a computer report compiled by the county clerk of all persons serving on juries within the county during the previous year. The county clerk is required to maintain a "master list of all juries" (UCA 78-46-10, UCA 17-19-20(5)). The report includes the voter identification number, name, and address; voting district number; and date registered. In 1988, the report was changed to include name of juror, identification number, and address, jury type, date of birth, label, days served and days excused.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 2816

3

TITLE: License book

DATES: 1909-1950; 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of all business licenses issued by Tooele County. Prior to 1950, all business licenses (e.g. pool halls, hotels, restaurants, peddlers) were issued by the county clerk. After 1960, the book was divided into the following three categories: beer or brown bag sales; cabaret licenses (1977-1984); and games of skill (1962-1965). After 1984, it only contained beer and brown bag sale licenses. It is used to document the application and issuance of licenses. The book includes the name of person being licensed, type of license, expiration date, license fee, and any necessary remarks (usually location of establishment). After 1960, it also included the license number and date of payment.

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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until book is completed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 2816

TITLE: License book

(continued)

APPRAISAL:

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

This disposition is based on both the record's primary administrative value to the agency and its secondary informational value to researchers. This license book provides information for researchers on businesses in Tooele County and changes in statutes and policies on licensing county businesses.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1505

3

TITLE: Limited partnership files and index

DATES: ca. 1947-

ARRANGEMENT: Alphabetical by name of partnership

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the filing of limited partnerships with the county clerk. A limited partnership is "a partnership formed by two or more persons" under the provisions of UCA 48-2-1, "having as members one or more general partners and one or more limited partners" (UCA 48-2-1). Persons desiring to form a limited partnership shall "file for record the certificate in the office of the county clerk of the county in which the the principal place of business of the partnership shall be situated" (UCA 48-2-2(1)(b)). The original certificate is amended or cancelled when a notarized amendment (or cancellation) or court order is filed in the office of the county clerk where the certificate is recorded (UCA 48-2-25). These files contain affidavits, agreement and certificate of limited partnership (notarized original) and cancellation of certificate of agreement. The separate index includes date partnership formed, name, and date filed.

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: 03/1990

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1505

TITLE: Limited partnership files and index

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the information value of these files to document the creation of business partnerships. They are useful to persons researching businesses, particularly small family operations.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 6117

4

TITLE: Marriage licenses

DATES: 1876-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Tooele 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. Includes marriage license number, names of bride and groom, residence, ages, date signatures of county clerk or deputy, date name of minister or legal authority performing ceremony, signatures of witnesses, Application and affidavit for marriage license.

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:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Marriage licenses are vital records and must be maintained permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 6117

TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1694

3

TITLE: Monthly expenditures, encumbrances, and appropriation report

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by fund and department code

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a computer financial report of monthly county expenditures with budgeted amounts. It includes account number, year-to-date annual budget, total expenditures, and encumbrances, appropriation balance, percent used, current expenditures, percent of budget used and department totals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1889

3

TITLE: Monthly marriage license report

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a monthly report on all marriage licenses issued by the county clerk. Copies of the report are submitted to the local newspaper, the Department of Social Services, and the local Family Services Office. The report contains the month and year; names of bride and groom; city, state, and zip code of residence.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3546

3

TITLE: Notaries public index

DATES: ca. 1904-

ARRANGEMENT: alphabetical by name of notary

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an index to all Tooele County notaries public. After the county clerk receives "certifications of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within Tooele County "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (1989)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1868

3

TITLE: Notary public lists and index

DATES: ca. 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are lists of notaries public residing in Tooele County. The county clerk receives "certificates of notaries public . . . [and] shall keep and maintain an indexed record for that purpose, showing the name of all person's holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3). The lists include the names and the addresses of the notaries public, dates commissions given and dates commissions expires.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 30558

3

TITLE: Oaths of office

DATES: 1916-

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the individuals who held office in the county of Tooele.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 30558

TITLE: Oaths of office

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5539

3

TITLE: Official election registers

DATES: 1976; 1984-

ARRANGEMENT: Chronological, thereunder alphabetical by first letter of surname of voter

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These books are the official listing of registered voters in Tooele County for the primary and general elections. There is a booklet for each election district in the county. Voters are required to register with the county clerk or local election registrars prior to election day (UCA 20-2). These registers contain a listing of persons who voted at least once in the previous two years or registered since 1974. These lists are used at the polls by election judges to identify registered voters and to record ballot numbers on election day. After the election they are used for comparison when canvassing the election and later to prepare new registers for the next election. They include year, voting district number, identification number, registered voter's name, four year voting record, date of registration, birth date, grounds for challenge and name of person making challenge, last year voted, city, and for some voters their address.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. New registers are created every four years and previous registers then become obsolete. It has been determined, since extensive statistical work occurs within the first year after the election the registers have no historical value.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5539

TITLE: Official election registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1779

3

TITLE: Petition files

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 signature and address of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)). Signatures have been verified to determine whether petitioners are registered voters.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after issue resolved or final decision made and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The disposition is based on the informational value of these records. Though these petitions are discussed in the minutes of the Board of Commissioners, the actual petitions are important to identify individual petitioners.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1779

TITLE: Petition files

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1511

3

TITLE: Project commencement notices files

DATES: 1989-

ARRANGEMENT: Alphabetical by name of construction company

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain project commencement notices. Each original contractor taking a mechanic's lien shall file with the county clerk "a notice of commencement of the project or improvement with the county clerk for the county or counties where project is located within 30 days after commencement of the project" (UCA 38-1-27(10)). The county clerk "shall create and maintain a file for the maintenance of the notices of commencement" (UCA 28-1-27(11)). The notices include the name and address of the owner of the project or improvement; the name and address of the original contractor; the name and address of the surety providing any payment bond for the project or improvement, or if none exists, a statement that a payment bond was not required for the work being performed; the name of the project; and the address of the project or improvement or drawing sufficient to describe the location of the project or improvement (UCA 38-1027(10)).

RETENTION:

Retain for 4 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after project completed and expiration of lien and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1511

TITLE: Project commencement notices files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the county clerk. The "Mechanics' Lien Act" was extensively amended in 1989 and this provision (UCA 38-1027) was added without providing any guidance for retention.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1772

3

TITLE: Proof of publication files

DATES: ca. 1972-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain forms which serve as evidence of the publication of a document or notice required by law in a local newspaper (UCA 78-25-14). The files include a proof of publication form, (a copy of the actual newspaper notice, name of paper, date published, and signature and seal of notary public).

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

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

This retention is based on the legal and administrative needs expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1538

3

TITLE: Purchasing office supply files

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the purchase of office supplies for Tooele County. It is used for auditing purposes. The files include register tapes, office supply expense sheet (containing name of department, month, year, purchase order number, account number, requisition date, amount, whether final or total amount for purchase order, account number, and total amount), master purchase order, office supply requisition form (containing date requisitioned, item number, quantity, description, unit cost, total cost), State of Utah Central Stores receipt, and state interdepartmental transfer sheet (contains organization number, account number, quantity unit packages, description, unit cost, total cost), and expenditure detail report from Central Stores.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative and financial needs as expressed by the county clerk. The files are audited on a regular basis.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1538

TITLE: Purchasing office supply files

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3364

3

TITLE: Register of Officers

DATES: 1883-1892, 1910-

ARRANGEMENT: Roughly chronological by date of election or appointment.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This register contains a listing of all elected and appointed Tooele county officials. It is used for reference purposes. It includes name of elected or appointed official, residence, office, date of election or appointment, date of qualification, dates term begins and expires, amount of bond, name of sureties and remarks (usually date of resignation or date of death).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on both the record's primary value to the agency and its secondary value to researchers. This volume is an important source in researching county government in Tooele County and identifying appointed and elected officials.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3364

TITLE: Register of Officers

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1771

1

TITLE: Resolutions

DATES: 1938-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 17-5-10). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial revenue bonds, and creation of special improvement districts.

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 permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on both the evidential and informational value of these records. Resolutions have primary legal and administrative values to the county to document the decisions made by the commission. They also have secondary informational value to researchers.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1771

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3492

3

TITLE: State driver's license master license report

DATES: 1988-

ARRANGEMENT: Alphabetical by driver's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a computer report of all licensed drivers within Tooele County. It is used with the voter registrations to create jury lists for district, circuit, and justice courts. The report includes the driver's name and address, date of birth, and date license issued.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1552

3

TITLE: Time accounting report

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a computer report on the amount of vacation, sick, and compensatory time earned. It is used for reference purposes. It includes name of employee, amount, vacation, sick, compensatory time earned and taken per pay period and year-to-date accrual for each pay period.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3535

3

TITLE: Voter registration applications

DATES: 1988-

ARRANGEMENT: Chronological by time period, roughly alphabetical by registrant name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Various forms are used to register all eligible voters, including absent voter registrations, in Tooele County. Information on the forms may include voter's name, address, birth date, birth place, last address where previously registered, political party (optional), date, signature and sworn statement.

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 Voter registration records, GRS-288.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 46 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the list of registered voters of Tooele County. Including names and addresses.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3535

TITLE: Voter registration applications

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(I)(2020).

SECONDARY DESIGNATION(S):

Private. Private. voter's driver license or id card number; social security number or last four digits of SSN; email; date of birth; phone number are considered private under Utah Code

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1675

3

TITLE: Wills filed and index

DATES: 1912-

ARRANGEMENT: Numerical by will number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are wills filed with the county clerk for safekeeping. As a service to county residents, the county clerk stores the wills for security purposes until needed or retrieved. The files include the actual signed and duly witnessed wills numbered chronologically by date of receipt. The index is divided into two sections wills for probate and wills not for probate. The index includes name of testator and number of will.

RETENTION:

Permanent. Retain for 75 year(s) or for 0

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years or until will probated, superseded, or removed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

These wills have no value to the agency, but are only maintained as a service to county residents. There are no statutes governing this service, but it is based on long held traditions dating to the beginnings of the office of county clerk.