

## Retention and Classification Report

**Agency:** Carbon County (Utah). County Commission (1515)

Carbon County Courthous  
120 East Main Street  
Price, UT 84501

**Records Officer:** \_\_\_\_\_

24445	Board of Equalization minutes
29821	Indexes to Minutes
83864	Minutes

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 24445

1

**TITLE:** Board of Equalization minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 24445

**TITLE:** Board of Equalization minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 29821

3

**TITLE:** Indexes to Minutes

**DATES:** 1917-1977

**ARRANGEMENT:** Alphabetical by topic.

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent value as a tool for accessing the historically significant information found in the County Commission minutes.

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 29821

**TITLE:** Indexes to Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 83864

4

**TITLE:** Minutes

**DATES:** 1894-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends 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.

M-Disc: Retain in State Archives permanently with authority to weed.

**AGENCY:** Carbon County (Utah). County Commission

**SERIES:** 83864

**TITLE:** Minutes

(continued)

**APPRAISAL:**

These records have historical 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, personnel, voting, licensing, taxing, zoning, etc.)

**PRIMARY DESIGNATION:**

Public