

## Retention and Classification Report

**Agency:** Wasatch County (Utah). County Commission (1516)

Wasatch County Courthouse  
25 North Main  
Heber City, UT 84032  
435-654-3211

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

83875	Minutes
10077	Ordinances

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

**SERIES:** 83875

4

**TITLE:** Minutes

**DATES:** i 1862-

**ARRANGEMENT:** Chronological by date of meeting.

**DESCRIPTION:**

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission is authorized to manage all county business and county property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, 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. All these activities are noted in the minutes with the day's entries prefaced by date and names of those present.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

**SERIES:** 83875

**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:** Wasatch County (Utah). County Commission

**SERIES:** 10077

3

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Numerical by ordinance number

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**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.

**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.

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

**SERIES:** 10077

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public