# Retention and Classification Report

**Agency:** San Juan County (Utah). County Commission (1539)

San Juan County Courthouse
117 South Main, Box 338
Monticello, UT 84535
435-587-3223

**Records Officer:** _____

84229 Minutes

**AGENCY:** San Juan County (Utah). County Commission

**SERIES:** 84229 4
**TITLE:** Minutes
**DATES:** 1892-
**ARRANGEMENT:** Chronological by date of meeting.
**DESCRIPTION:**

Minutes record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The court was formed in 1880 and authorized to manage all county business and county property. This included auditing all claims against the county, authorizing salaries, and the purchase of supplies and services. They levied property taxes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. The commissioners provided for elections and accepted official bonds. They also appointed other county officials (e.g., quarantine physician, fruit tree inspector, deputy statistician, fish and game warden, sheep inspector, health officer) and set the salaries of each. The court supervised the lay out of roads and located sites and oversaw the erection of public buildings such as a court house and jail. Business licenses were obtained through the commission. The commissioners set bounties on varmints and regulated fences. The selectmen in conjunction with the court (after statehood, the commissioners) were to provide for the maintenance of the indigent and incapacitated.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1892 through 1899. Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

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

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(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