

## Retention and Classification Report

**Agency:** Duchesne County (Utah). County Assessor (2531)

, UT

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

28961	Appraisal records
13154	Financial records
13153	Insurance and property control reports
13155	Transportation reports

**AGENCY:** Duchesne County (Utah). County Assessor

**SERIES:** 28961

3

**TITLE:** Appraisal records

**DATES:** 1915-

**ARRANGEMENT:** Numerical by card number.

**DESCRIPTION:**

These records support the agency's function to assist in the calculation of property taxes by determining the value of properties which are subject to taxation in the county (Utah Code 59-2-1302(2011)). Records document the value and taxes or uniform fees for property, and are used to collect monetary obligations from the property owner, as well as to reassess the value of a property. Information includes the property's address, description, owner contact information, and related information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessor appraisal cards, GRS-201.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Computer data files: For records beginning in 2016 and continuing to the present. Retain in Office permanently.

Digital image: For records beginning in 1981 through 2016. Retain in Office permanently.

Paper: For records beginning in 1980 through 2016. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document land use and value to taxable properties within the county.

**AGENCY:** Duchesne County (Utah). County Assessor

**SERIES:** 28961

**TITLE:** Appraisal records

(continued)

**PRIMARY DESIGNATION:**

Public                      All other information

**SECONDARY DESIGNATION(S):**

Private.                      Income data

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Duchesne County (Utah). County Assessor

**SERIES:** 13154

1

**TITLE:** Financial records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**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 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:** Duchesne County (Utah). County Assessor

**SERIES:** 13153

1

**TITLE:** Insurance and property control reports

**DATES:** undated

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Insurance & property control reports detail cost, value, acquisition date and asset numbers taken in inventory. Records may include class code reports, equipment inventory, invoices and other asset information.

**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 transfer to State Archives with authority to weed.

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**PRIMARY DESIGNATION:**

Public

**AGENCY:** Duchesne County (Utah). County Assessor

**SERIES:** 13155

3

**TITLE:** Transportation reports

**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 Office until microfilmed 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.