

Retention and Classification Report

Agency: Grand County (Utah). Council (2633)

125 East Center
Moab, UT 84532
435-259-1346

Records Officer: _____

26054	Council minutes indexes
83883	Minutes
26053	Ordinances

AGENCY: Grand County (Utah). Council

SERIES: 26054

3

TITLE: Council minutes indexes

DATES: 1954-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have administrative value(s).

This series has permanent administrative value as an aid to locating information in the minutes.

AGENCY: Grand County (Utah). Council

SERIES: 26054

TITLE: Council minutes indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). Council

SERIES: 83883

TITLE: Minutes

DATES: 1890-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minute books record the actions of the governing body of the county. The council (until 1993, the county commission, or in the territorial period, the county court) was authorized to manage all county business and property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials (e.g. board of teacher examiners, quarantine physician, game commissioner, bee inspector, fruit tree inspector, sheep inspector) and set the salaries of each. The court located sites and oversaw the 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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Grand County (Utah). Council

SERIES: 83883

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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

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: Grand County (Utah). Council

SERIES: 26053

1

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Chronological, thereunder by ordinance number

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

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:

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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: Grand County (Utah). Council

SERIES: 26053

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public