

Retention and Classification Report

Agency: Garfield County (Utah). County Commission (2689)

55 South Main Street
P.O. Box 77
Panguitch, UT 84759

Records Officer: _____

09932 Minutes

AGENCY: Garfield County (Utah). County Commission

SERIES: 9932

4

TITLE: Minutes

DATES: 1882-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minute books of the county commission as it managed all county business and county property. Note activities such as: auditing claims, authorizing salaries, purchasing of supplies and services, levy of property taxes, serving as a board of equalization, creating election precincts, road districts, and school districts, appointing superintendents and other officials (e.g. water superintendents, fish and game wardens, fruit tree inspectors, quarantine physician), setting their salaries, locating sites for and overseeing the erection of public buildings, issuing business licenses, particularly liquor licenses, and providing for the maintenance of the indigent and incapacitated.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

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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