Retention and Classification Report

Agency: Summit County (Utah). County Clerk (1132)

Summit County Courthouse
P.O. Box 128
Coalville, UT 84017
336-4451

Records Officer Helen Strachan

83862	*Birth registers
83863	*Death registers
17892	*Incorporation case files
20004	Marriage license applications
06128	Marriage licenses

AGENCY: Summit County (Utah). County Clerk

SERIES: 83862 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of birth.

DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has the date of birth, sex, race, color, place of birth, parents' names, residence, name of informant making the report, and an assigned number.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical
These are historical records with vital statistics information. They should be kept permanently.

AGENCY: Summit County (Utah). County Clerk

SERIES: 83862
TITLE: Birth registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Summit County (Utah). County Clerk

SERIES: 83863 4
TITLE: Death registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of death.

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has the decedent's name, date of death, occupation, age, marital status, sex, race, color, residence, term of residence, cause of death, informant making report, and assigned number.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical
These are historical records with vital statistics information. They should be kept permanently.

AGENCY: Summit County (Utah). County Clerk

SERIES: 83863
TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Summit County (Utah). County Clerk

SERIES: 17892 4
TITLE: Incorporation case files
DATES: 1882-1961.
ARRANGEMENT: Numerical.
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Summit County and serve as evidence of "due incorporation of the corporation [UCA 16-2]."
Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created. Even though the series officially ended in 1961, one case file and several documents were added to the series up to 1979.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AGENCY: Summit County (Utah). County Clerk

SERIES: 17892
TITLE: Incorporation case files

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:
Public

AGENCY: Summit County (Utah). County Clerk

SERIES: 20004 3
TITLE: Marriage license applications
DATES: 1887-
ARRANGEMENT: Numerical by application number
DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/04/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfiche master: Retain in State Records Center permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: Summit County (Utah). County Clerk

SERIES: 20004
TITLE: Marriage license applications

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Exempt UCA 26-2-22(2008)

AGENCY: Summit County (Utah). County Clerk

SERIES: 6128 4
TITLE: Marriage licenses
DATES: i 1887-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

Paper: Retain in Office permanently after being microfilmed.

Microfiche master: Retain in State Records Center permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: Summit County (Utah). County Clerk

SERIES: 6128
TITLE: Marriage licenses

(continued)

APPRAISAL:

Historical Legal
Marriage licenses are required pursuant to (UCA 30-1-7 (1995)).
Marriage licenses also have significant historical value.

PRIMARY CLASSIFICATION:
Public