

# Retention and Classification Report

**Agency:** Beaver County (Utah). County Clerk (114)  
Beaver County Office Building  
105 East Center, P.O. Box 392  
Beaver, UT 84713

## Records Officer

83773 \*Birth registers  
27396 \*Death record  
83774 \*Death registers  
83770 Incorporation case files  
83771 Marriage license applications  
06120 Marriage licenses

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 83773

4

**TITLE:** Birth registers

**DATES:** i 1897-1905.

**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 for the years 1897 to 1905. Each entry has the date of birth, sex, race, color, parents' names and residence, the name of the party making the report, and the assigned number.

**RETENTION:**

Retain Archvies custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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:** Beaver County (Utah). County Clerk

**SERIES:** 83773

**TITLE:** Birth registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 27396

3

**TITLE:** Death record

**DATES:** 1881-1949.

**ARRANGEMENT:** Alphabetical by the first letter of the surname, thereunder chronological.

**DESCRIPTION:**

These registers record deaths occurring in the county. They were created from certified death reports filed with the county clerk. From 1898 to 1905, the county clerk was required "to keep separate registers, to be known as the 'register of births' and the 'register of deaths' in which births and deaths certified to him must be registered in the order by which they are reported to him" (Utah Rev. Stat. 57:1032 (1898)). In 1905, the responsibility of recording deaths was transferred to the State Department of Health. OBSOLETE RECORD

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**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.

Paper: Retain in State Archives permanently 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.

**APPRAISAL:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 12.

The death register provides useful historical information for family historians and health statisticians.

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 27396

**TITLE:** Death record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 83774

4

**TITLE:** Death registers

**DATES:** i 1900-1905.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records contain death registers for Beaver County for the years 1900 to 1905. Each entry has information regarding the decedent's name, occupation, age, term of residence in the county, marital status, sex, race, color, last place of residence, cause of death, date of death, name of party making report, and the entry's assigned number.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

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:** Beaver County (Utah). County Clerk

**SERIES:** 83774

**TITLE:** Death registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 83770

4

**TITLE:** Incorporation case files

**DATES:** 1874-1963

**ARRANGEMENT:** Numerical by case file number, thereunder chronological by date filed

**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 Beaver 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 the state became solely responsible for registering corporations, although a few documents were added to the case files in 1962 and 1963.

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.



**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 83770

**TITLE:** Incorporation case files

(continued)

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Administrative Historical

Because of the importance of incorporation information 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:** Beaver County (Utah). County Clerk

**SERIES:** 83771

4

**TITLE:** Marriage license applications

**DATES:** 1920-

**ARRANGEMENT:** chronological, thereunder numerical by application number

**DESCRIPTION:**

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes; application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; are free from venereal disease or chronic epilepsy (until December 13, 1963 when the form was altered, not requiring this information); maiden name of female (if previously marries); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

Paper: Retain in Office permanently.

**AGENCY:** Beaver County (Utah). County Clerk

**SERIES:** 6120

3

**TITLE:** Marriage licenses

**DATES:** 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**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.

Paper: For records beginning in 1905 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.