Retention and Classification Report

Agency: Beaver County (Utah). County Commission (115)

Beaver County Office Building
105 East Center, P.O. Box 789
Beaver, UT 84713
435-438-6482

Records Officer

06067	Minutes
14492	* Minutes index
23982	* Ordinances
06245	* Publications

AGENCY: Beaver County (Utah). County Commission

SERIES: 6067 4
TITLE: Minutes
DATES: i 1856-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission was authorized to manage all county business and county property. This includes budgeting, equipment purchasing and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and by 1959, zoning and planning. The day's entries are prefaced by date, names of those present and where and when they met. The entries detail actions taken, amounts involved, and the names of any individuals affected by the actions. These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

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 10.

AGENCY: Beaver County (Utah). County Commission

SERIES: 6067
TITLE: Minutes

(continued)

AUTHORIZED: 10/30/2001

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.

APPRAISAL:

Administrative Historical Legal
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, employeevoting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:
Public

AGENCY: Beaver County (Utah). County Commission

SERIES: 14492 4
TITLE: Minutes index
DATES: 1895-1916.
ARRANGEMENT: Alphabetical by first letter of the nature of order or proceedings, thereunder chronologically.
ANNUAL ACCUMULATION:
DESCRIPTION:

Handwritten volume of index to volumes B and C of the Beaver County Commission minutes. Columns record the nature of order or proceedings, the date, and the book and page(s) in the minutes in which the proceedings are entered. The Beaver County Clerk, as the Secretary for the Beaver County Commission, may hold other index volumes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Historical
This disposition is based on the usefulness of the volume in accessing the county commission minutes, the main legal record of the county.

AGENCY: Beaver County (Utah). County Commission

SERIES: 14492
TITLE: Minutes index

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Beaver County (Utah). County Commission

SERIES: 23982 3
TITLE: Ordinances
DATES: 1897-1990.
ARRANGEMENT: Chronological, thereunder numerical by ordinance number
TOTAL VOLUME: 0.20 cubic feet.
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 effort or discharging the powers and duties" of their office (UCA 17-5-263 (2001)). 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) (2001)). Includes an index by ordinance name and lists page number and ordinance number.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 10/30/2001

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.

AGENCY: Beaver County (Utah). County Commission

SERIES: 23982
TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal
Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:
Public

AGENCY: Beaver County (Utah). County Commission

SERIES: 6245 3
TITLE: Publications
DATES: 1970-1972.
ARRANGEMENT: Chronological by year
TOTAL VOLUME:
DESCRIPTION:

This series contains the following accessioned records: (1) Mount Holly Recreational Community Master Plan (1970).
The Mount Holly Master Plan is the feasibility report submitted to Beaver County regarding the development of Mount Holly Ski Area. It includes a basic development plan, land use projections, and community building objectives.
(2) Beaver County Master Plan Studies: Preliminary Master Plan (1971); (3) Model Zoning Ordinance for Beaver County and Municipalities: Beaver, Milford, Minersville (1972).

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 04/13/2009

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Beaver County (Utah). County Commission

SERIES: 6245
TITLE: Publications

(continued)

PRIMARY DESIGNATION:
Public