

Retention and Classification Report

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

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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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-253.

AGENCY: Beaver County (Utah). County Commission

SERIES: 6067

TITLE: Minutes

(continued)

AUTHORIZED: 03-01-1991

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:

These records have administrative, 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, employee voting, 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.

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 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:

These records have historical value(s).

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

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 effect 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-274.

AUTHORIZED: 03-01-1991

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:

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: Beaver County (Utah). County Commission

SERIES: 23982

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County (Utah). County Commission

SERIES: 6245

3

TITLE: Publications

DATES: 1970-1972.

ARRANGEMENT: Chronological by year

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1991

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public