Retention and Classification Report

Agency: Tooele County (Utah). County Clerk (1163)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer

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01675 Wills filed and index

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3516 3
TITLE: Abatement master file report
DATES: 1981.
ARRANGEMENT: Numerical by account number
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This is a computer printout of abatements approved by the County Commission. It was used for reference purposes. This report includes the account number, total available tax, year of circuit breaker, identification number, indication of purpose and amount of abatement (veterans, widow, indigent, blind, disability), district number, total assessed taxes, summary total accounts, and total abatements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. This is one of the auditor's records which remained after the separation of offices and division of responsibilities. This report is now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1638 3
TITLE: Absent voter registers
DATES: 1988-
ARRANGEMENT: Chronological, thereunder alphabetical by first letter of surname

ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the official registers of absentee voters in Tooele County. They are used to document registered voters who were unable to vote in person and made to vote absentee. The register includes election and year, name of absent voter, address of absent voter, date ballot mailed, voting district, date absent voter application received, ballot number, date mailed to absent voter, and date ballot received.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 2 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1638
TITLE: Absent voter registers

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5006 3
TITLE: Administrative records
DATES: 1872-1899.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1909 3
TITLE: Administrative subject files
DATES: i 1970-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files are the clerk's administrative subject files. They are used for references purposes and to support the daily activities of the office. They concern various issues of importance to Tooele County including the vitro tailings, livestock, and committees. The files includes correspondence, copies of petitions, copies of contracts, copies of ordinances, copies of resolutions, copies of surveys, copies of brochures for federal programs, copies of proposed legislation, information on professional organizations, and preliminary budget information.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These files contain only routine information. All

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1909
TITLE: Administrative subject files

(continued)

significant policy and program correspondence is maintained by the the county commission clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1546 3
TITLE: Annual audits
DATES: 1927-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the annual audit reports by external auditors showing the financial condition of Tooele County. All counties are required to have an audit undertaken within six months after the close of the fiscal year. The audit shall include "the financial statements; the auditor's opinion on the financial statements; a statement of the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identifies any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)).

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1546
TITLE: Annual audits

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on the primary and secondary values of these audits to the county clerk and to potential researchers. They document the financial condition of the county providing information for county decision makers and planners. Researchers may also use them informationally to gain a more complete administrative and financial picture.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3525 3
TITLE: Approved claims lists
DATES: 1930-1957.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

This is a monthly listing of all claims certified by the county clerk for payment. It was used for auditing purposes. The lists include name of payee, warrant number, amount, date redeemed, totals, and a signed statement that indicates it is a full and correct list of all claims approved by the Board of County Commissioners for full payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. This is one of the auditor's records which remained after the separation of offices and division of responsibilities. This report is now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 15691 4
TITLE: Articles of incorporation record books of LDS church wards
DATES: 1882-1883.
ARRANGEMENT: Chronological by date.
TOTAL VOLUME:
DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Tooele County Clerk by LDS Church Wards. The record books were kept as the official copy available for public use.
The actual articles of incorporation record the following: names of the corporation officers, names of ward members, and oaths of office. The Articles of Incorporation state that members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated "that any number of persons associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themselves as provided in the Act (Laws of Utah, 1878, chap. 18, sec. 1).
Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1995

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 after microfilming.

Microfilm master: Retain in State Archives permanently with

AGENCY: Tooele County (Utah). County Clerk

SERIES: 15691
TITLE: Articles of incorporation record books of LDS church wards

(continued)

authority to weed.

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

APPRAISAL:

Administrative 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). The records document how the LDS Church complied with federal laws to incorporate and the records have historical value and will be retained.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3465 3
TITLE: Auditor's tax deeds
DATES: 1915-1928.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These are deeds issued by the county auditor conveying property to purchasers of real property sold for delinquent property taxes. The deeds were recorded by the county recorder at the time of sale of the property. The deeds included the name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalities; date and time of recording; and signatures of county auditor and witnesses.

RETENTION:

Retain 10 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: //

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 Office for 10 years and then destroy.

APPRAISAL:

Historical

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3465
TITLE: Auditor's tax deeds

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3302 3
TITLE: Bail bond files
DATES: ca. 1917-1943.
ARRANGEMENT: None
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are authorizations for defendants in criminal actions to be discharged from actual custody upon payment of a set monetary bail and promised appearance at trial. "Bail must be put in by a written undertaken executed by at least two sufficient sureties (with or without the defendant) in the discretion of the magistrate, and duly acknowledged" (Utah Rev. Stat. 105-44-13 (1933). These bail bonds are for defendants in district, justice, and city courts in Tooele County. The files include undertaking of bonds and actual bail bond. The acknowledgment includes the names of plaintiff(s), defendant(s), date, name of judge, charge, amount of bond, annual premium, and date of bond.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 1 year after expiration of bond and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1989, the county clerk was the clerk of the district courts. This is one of the court's records which remained after the transfer of the district court to the state. These bonds are now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3302
TITLE: Bail bond files

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3491 3
TITLE: Beer license files
DATES: i 1977-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the issuance of beer licenses within Tooele County. They are used for the application, the investigation, and the issuance or denial of beer licenses. Tooele County has chosen to regulate the sale of beer in accordance with Utah law. Counties "outside of incorporated cities and towns, may license, tax, regulate, or prohibit the sale, consumption, or both, of light beer, at retail, in bottles, or draft" (UCA 32A-10-7 (1989)). The files include correspondence, investigative reports by the Sheriff's Office, and the original application. The application includes the applicant's name, address, phone number; date of birth, citizenship, a physical description (height, weight, sex, hair and eye color) and applicant's photograph; social security number; driver's license number; type of license; questions concerning any previous criminal convictions and any previous license denials; type of business; name of company; names of partners; location of premises; applicant's employment record; date of application, and applicant's notarized signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 5 years after expiration of license and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3491
TITLE: Beer license files

(continued)

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meets its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1504 3
TITLE: Bid files
DATES: 1976-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files document the county's bid process. They are used to select appropriate bids for goods or services. They include notices to bidders, specifications, quotations, notices of sale ofsurplus property, brochures, flyers, and notices of award.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the record's primary value to the agency to meet its administrative and financial needs as expressed by the county clerk. The files are audited on a regular basis.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28581 3
TITLE: Birth certificates
DATES: 1912-
ARRANGEMENT: Chronological by birth date.
ANNUAL ACCUMULATION:
DESCRIPTION:

These certificates document all live births in the State of Utah in compliance with UCA 26-2-5 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created prior to 1905 are only maintained at the local level and prior to 1978 some local registrars may not have reported all births to the State Health Department. Since 1978, all certificates maintained at the local level are duplicate certificates maintained by the State Health Department. The information recorded includes the child's name, place of birth, date of birth, sex, and if child part of multiple birth; the parents' name, race, age, birthplace, occupation, and marital status; a record of children previously born to the mother; the length of the pregnancy; the child's weight and length at birth; the date of the serological test; and a description of any congenital malformations or birth injuries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 3.

AUTHORIZED: 09/04/2014

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.

APPRAISAL:

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3537 3
TITLE: Birth reports
DATES: 1898-1905.
ARRANGEMENT: Chronological by filing date, thereunder alphabetical by name of attending midwife or physician, thereunder chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are report forms completed by midwives, doctors, and nurses attending births. In 1898, all "physicians and professional midwives" were required to "keep a register of each birth at which times they assist professionally" (Utah Rev. Stat. 57:2029 (1898)). These forms are certified copies of their registers and were required to be to filed quarterly with the county clerk (Utah Rev. Stat. 57:2032 (1898)). Each form reports ten births for the previous three months. They were used by the county clerk to register births occurring in Tooele County in the official "Register of Births." These forms include the name of the attending physician, midwife, or nurse, number of birth, sex, color, race, date of birth, place of birth, parents' names and residence, name of informant, date of report for previous three months, signature, address, and date filed with the clerk and date entered in book. In 1905, the responsibility of registering births was given to the Division of Vital Statistics in the Health Department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office permanently or until administrative need ends and then transfer to State Archives.

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

M-Disk: Retain in State Archives permanently with authority to

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3537
TITLE: Birth reports

(continued)

weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary informational value. These reports will be most useful to both family historians and scholars researching demographics, settlement, and growth of Tooele County. They provide additional detail on the availability of midwives and doctors and the numbers of babies they delivered.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3290 3
TITLE: Blueprints
DATES: ca. 1970-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These are copies of blueprint drawings and maps of county buildings and roads. They are used for reference purposes. They include maps of the county hospital, county roads, and the Tooele City Building.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 copy: Retain in Office for 1 year after completion of construction and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. These blueprints are only review copies maintained by the county clerk. The official copies are maintained by the Department of Development Services.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3488 3
TITLE: Bounty record and index
DATES: 1943-1975.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These two books document the payment of county and state bounties for the killing of various predators. To receive payment hunters completed appropriate forms and filed them with the county clerk. The clerk then issued "a certificate under the seal of his office stating the number and kind of skins involved and stating the sum person entitled " (UCA 4-6-8 (1953)). The county clerk was also required to "keep a record in a bounty book of all county certificates issued by him" (UCA 4-6-11 (1953)). In 1975, the law was repealed and the responsibility was given to the Commissioner of Agriculture. The books include the date, hunter's name, address, book number, affidavit number, the number of each species killed, the amount of the bounty paid per animal (coyote, lynx, wolf, and cougar), the total bounty paid, and any remarks.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 5 years and then transfer to State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3488
TITLE: Bounty record and index

(continued)

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value. These volumes may be used by researchers to examine policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1921 3
TITLE: Cash receipts
DATES: 1987-
ARRANGEMENT: Numerical by receipt number
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are computer receipts issued for monies received by the clerk's office. They are used for auditing purposes. They include receipt number, receipt amount, date, event code, fee amount, agency code, amount allocated, yellow copy of receipt, receipt number, name of person making payment, name of deputy giving receipt, date, time, check number, case number, event service, amount, and total amount.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 3 years and then destroy.

APPRAISAL:

Fiscal
This disposition is based on the record's primary value to the agency to meet their fiscal needs as expressed by the county clerk. The receipts are audited on a regular basis.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1921
TITLE: Cash receipts

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3338 3
TITLE: Cigarette bonds
DATES: 1923-1930.
ARRANGEMENT: None
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are bonds for persons licensed to sell cigarettes or cigarette papers. In 1923, the "Licensing and Sale of Cigarettes Act" repealed cigarette prohibition and replaced it with strict licensing provisions. "No permit shall be issued until the applicant therefor [sic] shall have filed with the city recorder, or clerk of the body issuing said permit, a bond approved by the board of county commissioners . . . , which said bond shall be to the city, town, or county issuing such permit, for the benefit of all parties interested, and shall be in the amount of $500 and conditioned upon the faithful observances of all the provisions of this Act" (Laws of Utah 52-1 (1923)). In 1930, the law was amended having these bonds filed with the State Tax Commission and not the city recorder or county clerk. These files include copies of the cigarette permit (contains the name of the company or individual, address, place of business, date signed, and the date of expiration of the permit) and the bond.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 3 years after expiration of bond and then transfer to State Archives.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value for researchers. These outdated bonds provide a glimpse into Utah's past. They will be useful to researchers examining

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3338
TITLE: Cigarette bonds

(continued)

cigarette prohibition and measures attempting to modify by licensing sellers of cigarettes and cigarette papers.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1906 3
TITLE: Claims against the county
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document financial claims filed with the county commission against Tooele County for damages caused by county personnel, equipment, or property. They are used to settle the claims. The files include the initial complaint, legal filings, summons, memoranda, notes, accident reports, notices of intent, releases of claims, and related correspondence.

RETENTION:

Retain 3 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 3 years after final settlement of claim or litigation and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on the primary administrative value of these records to the county clerk. A claimant "dissatisfied with the rejection of his claim or demand or with the amount allowed him on account may sue the county therefor [sic] at any time within one year after the first rejection thereof the board, but

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1906
TITLE: Claims against the county

(continued)

not afterward" (UCA 17-15-13 (1990)).

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3339 3
TITLE: Clerk, Recorder, Treasurer and Sheriff fee reports
DATES: 1974-1984.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These monthly reports are submitted to the county clerk by the other elected officials. They are used to compile a monthly report for the county commission. The reports include amounts of fees collected per activity (entry book fees, marriage licenses, fines) and a certification signed by the elected official attesting to the accuracy of the report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 1 year and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. This is one of the auditor's records which remained after the separation of offices and division of responsibilities. This report is now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1911 3
TITLE: Commission agenda files
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the public notification of regular and special county commission meetings. The files include agenda (containing date, time, location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1898 3
TITLE: Court reports
DATES: 1986-1988.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These are copies of a report form (Report on District Court Revenue Distribution) submitted to the Court Administrator on collected fees by the Tooele Division of the Third District Court. They were used by the Court Administrator to compile reports on the district court system. The report form includes date, district number, month and year of report, revenue sources, total collections, county state general fund, court reporter, judges retirement and P.O.S.T, signature of court clerk and amount transferred. The state take over of the district court system removed this responsibility from county clerk's in primary locations.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1990

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 Office for 1 year and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1898
TITLE: Court reports

(continued)

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk. The reports are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3509 3
TITLE: Cross reference index
DATES: 1983.
ARRANGEMENT: Numerical by serial number
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This is an index used to cross reference old serial numbers with new numbers used to identify property in property tax records. The index includes the serial number change, account number, old serial number, new serial, district, sub/survey plat/book, township, range, and section.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 1 year or until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the county clerk. This index is obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3539 3
TITLE: Death reports
DATES: 1898-1905.
ARRANGEMENT: alphabetical by name of doctor, thereunder chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are report forms completed by physicians or person in attendance at deaths. "Physicians who attend deceased persons in their last sickness, clergyman who officiate at funerals, justices of the peace who hold inquests, and sextons and undertakers who bury deceased persons, must each keep a registry of the name, age, residence, and time of death of such person" (Utah Rev. Stat. 57:2031 (1898)). They were used by the clerk to register deaths occurring in Tooele County. Each report contains space for the recording of six deaths. The reports include name of person making report, number of death, name of deceased, date of death, place of death, length of residence, sex, color, race, age, occupation, cause of death, marital status, birth place, last place of residence, name of informant, and date filed with clerk. In 1905, Utah became a registry state and the responsibility of registering births and deaths was removed from the office of county clerk and given to the Health Department with local registrars.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3539
TITLE: Death reports

(continued)

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value. These reports will be most useful to both family historians and scholars researching demographics and causes of death in Tooele County.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1536 3
TITLE: Deeds files
DATES: 1917-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the purchase of real property by Tooele County. They are used to document ownership and transfer of title for such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder, and statements of delinquencies. The bulk ofthe deeds are from 1950.

RETENTION:

Retain 4 years after property transferred from county ownership.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years after property transferred from County ownership and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk. Since the county recorder maintains a recorded copy of all deeds, it was determined it was unnecessary for the county

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1536
TITLE: Deeds files

(continued)

clerk to maintain a second copy after the county disposed of the property.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26176 3
TITLE: Election and voting records
DATES: 1878-
ARRANGEMENT: Alphabetically by subject category and thereunder chronologically by election year.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series consists of various records documenting voter registration, voting, and tallying votes in Tooele County elections. The records largely concern voting precincts in Grantsville, Ophir, and Rush Valley. They include lists of certified elected officials, 1907; election returns, 1880, 1888, 1918; election tallies, 1878-1881; election judges' oaths, 1878-1880; poll lists, 1878-1882; voter registration lists, 1878-1895; registry lists, 1878-1895; talley sheets, 1895; voter lists, 1879; and voter oaths, 1878-1895. These oaths indicate that the voter is not a polygamist or is no longer preaching polygamy. They include the official ballots cast in Lincoln voting district five for the 1904 general election (Theodore Roosevelt vs Alton B. Parker).

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records beginning in 1878 through 1907. Retain in State Archives permanently with authority to weed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26176
TITLE: Election and voting records

(continued)

APPRAISAL:

Historical
These miscellaneous election and voting records are being retained permanently for their artifactual value.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3270 3
TITLE: Election district maps
DATES: 1978-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These blueprint county maps are used to illustrate election districts and for reference purposes. The maps include roads, streams, mountains, cities and towns and have had the boundaries of the voting districts added.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Office until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These election maps are used until new maps are created. They have no value after they have been superseded.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1640 3
TITLE: Election files
DATES: 1966-
ARRANGEMENT: Chronological, thereunder alphabetical by political party or type of election
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files document primary, general and school elections in Tooele County. They are used to verify elections are held in accordance with state statutes. The files include forms listing official party candidates and delegates, reports of county officers, state delegates to party conventions, and state central committee members, names of political party officers (Republican and Democratic), party primary convention reports (political party, name of county, name of candidate, office and length of term) for printing on the primary election ballot and names of candidates to be printed on November ballot (name, office, length of term, signature of county chair and secretary for political party), list of party delegates by district to county convention, a letter detailing expenditures for campaign by county committees and lists of applicants for registration agents;tabulation of election returns; abstract of primary election returns by county; list of delegates; copies of official and primary ballots; information of mass meetings; expense of candidates, lists of registration agents and judges.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1640
TITLE: Election files

(continued)

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26175 1
TITLE: Election registers
DATES: 1932-
ARRANGEMENT: Chronologically by election year and thereunder numerically by district number or poll or precinct number.
ANNUAL ACCUMULATION:
DESCRIPTION:

The Tooele County clerk kept certified copies of election registers for the county. They document persons registered to vote and indicate who voted in general, municipal and school board elections. The registers include district number, poll or precinct number, city, county, election type, and date. Surviving registers include those for the general elections of 1932 and 1936; the municipal elections of 1933, 1935, and 1937; and the school board elections of 1938 and 1939.

RETENTION:

Retain until admininstrative need ends

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.

Paper: For records beginning in 1932 through 1939. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Election registers for the 1930s document the names and activities of voters in Tooele County in the 1930s. Voter registrations records are required to be maintained permanently. (UCA 20A-2-104).

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26175
TITLE: Election registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3535 3
TITLE: Election registration forms
DATES: 1988-
ARRANGEMENT: alphabetical by name of voter
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are four-part printed voter registration forms used to register eligible voters. "The county clerk shall prepare registration forms for use in his office and in the respective registration agent's offices" (UCA 20-2-11 (1989)). They are used to register eligible voters. They include the registrant's name, address, date of birth, place of birth, previous record of voting (never registered or where previously registered), signature and sworn statement of person completing form, where requested information on absentee voting because of age or disability, phone numbers, and information on U.S. citizenship.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its adminstrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3348 3
TITLE: Fee book
DATES: 1936-1989.
ARRANGEMENT: Chronological
TOTAL VOLUME: 3.00 cubic feet.
DESCRIPTION:

These books record the collection of fees by the county clerk. They are used to document the collection of fees and used to compile reports for the County Commission and the Court Administrator's Office. Most commonly these fees are for the courts and marriage license, but through the years county clerks have been required to collect other fees. From 1936 to 1958, the books contained the date, name, description, case number, amount paid. The book covering the period from 1958 to 1973 includes the date, name of person, purpose of payment, receipt number, amount and totals. From 1973 to April 1989, the book includes the date, name, purpose, case number (if applicable), receipt number, total amount, state fees, marriage licenses, judges retirement, civil cases, probate cases, and miscellaneous cases. In 1987, fee information was computerized and the two records continued to be created until April 1989. The books were discontinued and were replaced by a General Receipt Report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the records primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3348
TITLE: Fee book

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3519 3
TITLE: Fixed assets original entry report
DATES: ca. 1978-1981.
ARRANGEMENT: Numerical by county identification number
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This is a report of Tooele County's fixed assets. It was used during equipment inventories and audits. This report includes county identification number, description, date of warrant, warrant number, total cost, serial number, vendor, department, automobiles and trucks, machinery and equipment, office furniture and equipment, buildings, land, model number, and comments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years or until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. This is one of the auditor's records which remained after the separation of offices and division of responsibilities. This report is now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3540 3
TITLE: General obligation bonds
DATES: 1972; 1988.
ARRANGEMENT: chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the county for the prompt and punctual payment of principal and interest on which the "full faith and credit" of the county rests, regardless of any other county limitations (UCA 11-14-19 (1989)). There are two bond issues, one dated May 1972 and the second in 1988. The first issue was general in nature, while the second was issued for county hospital improvements. The bond files include actual bonds and coupons.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 1 year after being paid or cancelled and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk and UCA 11-14-14(c) (1989) which indicates that "any bonds or coupons which have been paid or cancelled may be destroyed."

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28483 3
TITLE: Grantsville Cooperative Mercantile and Manufacturing Institution minutes
DATES: 1873-1907.
ARRANGEMENT: Chronological by meeting date.
TOTAL VOLUME:
DESCRIPTION:

This series contains a book used to record the minutes of meetings of the Coop board of directors. The minutes include such information as the date and place of each meeting, the name of the person directing the meeting, a summary of the business conducted, and the names or signatures of the president and secretary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Although this record was not created by a government agency, it came into the possession of the county clerk in some way and was held by the clerk for many years. Although it does not document the function of government, it does have permanent historical value as documentation of the cooperative movement in Utah generally and the Grantsville Coop in particular.

RETENTION JUSTIFICATION:

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28483
TITLE: Grantsville Cooperative Mercantile and Manufacturing Institution minutes

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28592 1
TITLE: Grantsville townsite filing records
DATES: 1883.
ARRANGEMENT: Chronological by date of document.
TOTAL VOLUME:
DESCRIPTION:

This series contains correspondence and a list of expenses related to the filing of Grantsville townsite under the federal Townsite act.

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.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 14878 4
TITLE: Incorporation case files
DATES: 1901-1961
ARRANGEMENT: Alphabetical by corporation name
TOTAL VOLUME: 2.00 cubic feet.
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to foreign and domestic 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. According to Utah statute a case file is generated when companies incorporate within Utah and are maintained during the length of a corporation's duration [UCA 16-2].

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Records Center until processed and then microfilm and 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:

Administrative Historical Legal

This disposition is based on the administrative and legal value of this series since it documents the functions of the Tooele County Clerk and continues to serve current and future administrative needs. The series also has historical value since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations, names of founders, and

AGENCY: Tooele County (Utah). County Clerk

SERIES: 14878
TITLE: Incorporation case files

(continued)

numerous signatures of prominent individuals. Furthermore, the series should be retained as a vital record essential for the operation of the county and their ability to fulfill their obligations to the public. .

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28520 3
TITLE: Incorporation record books
DATES: 1871-1961
ARRANGEMENT: Chronological by filing date.
TOTAL VOLUME:
DESCRIPTION:

This series contains books used to record the creation of corporations in Tooele County. The books include copies of such incorporation documents as articles of incorporation, bylaws, officers' bonds or oaths, and the filing date with the signature of the county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This series has permanent historical value as documentation of the creation of corporations in Tooele County and the role of the county clerk in recording such incorporations.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 28520
TITLE: Incorporation record books

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3217 3
TITLE: Indigent files
DATES: 1977.
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This file contains completed forms requesting financial assistance to destitute individuals and families residing in or traveling through Tooele County. They are used to determine eligibility of persons to receive financial assistance. The file contains copies of various forms including the Social Service Plan Sheet, the consumer information sheet, county auditor invoice and receipt. These forms include the name, social security number, and telephone number (if available) of person requesting assistance, a statement by the district social services office, the results of the investigation into the request and of the social service worker.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These files are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3217
TITLE: Indigent files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1749 3
TITLE: Insurance information files
DATES: 1974-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files are informational files. They are used to reference information on county insurance. The files include correspondence, bid proposals, newspaper clippings, insurance loss statements, and insurance review statements.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 3 years or until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1749
TITLE: Insurance information files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1729 3
TITLE: Insurance policies files
DATES: 1965-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These policies document the actual insurance coverage of Tooele County by private insurers. They are used to verify insurance coverage. These files include the actual policy contracts for liability and automobile insurance.

RETENTION:

Retain 10 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 10 years after expiration of policy or until all litigation has been completed and then destroy.

APPRAISAL:

Administrative

This disposition is based on the record's primary value to the agency to meet their administrative and legal needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1729
TITLE: Insurance policies files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3366 3
TITLE: Inventory and appraisement and sale records
DATES: 1887-1899.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

This volume contains printed probate forms completed by the clerk of the probate court for probate cases where person died intestate. These forms document the inventory and appraisal of individual estates. They include name of estate, date signed and notarized, oath of appraiser, oath and notarized signature as to inventory of estate, a listing of inventory and appraisal of estate (containing real estate and value, chattel property and value, articles and value, bank accounts, mortgages, notes, signed and notarized). All orders contain the name of the estate and parties involved.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value. This record is valuable to family historians and scholars researching the courts, probate, and countless demographic studies.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3366
TITLE: Inventory and appraisement and sale records

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3406 3
TITLE: Journal entries
DATES: 1922-1976.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These books are a record of adjusted entries into the county's account books. They are used to adjust and balance the account books. They contain the date, source, whether debit or credit, totals and grand totals.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. These records are one of the auditor's records which remained after the separation of offices and division of responsibilities. These books are now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3406
TITLE: Journal entries

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1496 3
TITLE: Jury master file report
DATES: 1982-
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This is a computer report compiled by the county clerk of all persons serving on juries within the county during the previous year. The county clerk is required to maintain a "master list of all juries" (UCA 78-46-10, UCA 17-19-20(5)). The report includes the voter identification number, name, and address; voting district number; and date registered. In 1988, the report was changed to include name of juror, identification number, and address, jury type, date of birth, label, days served and days excused.

RETENTION:

Retain 2 years after superseded.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 2 years after superseded and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1496
TITLE: Jury master file report

(continued)

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 2816 3
TITLE: License book
DATES: 1909-1950; 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a record of all business licenses issued by Tooele County. Prior to 1950, all business licenses (e.g. pool halls, hotels, restaurants, peddlers) were issued by the county clerk. After 1960, the book was divided into the following three categories: beer or brown bag sales; cabaret licenses (1977-1984); and games of skill (1962-1965). After 1984, it only contained beer and brown bag sale licenses. It is used to document the application and issuance of licenses. The book includes the name of person being licensed, type of license, expiration date, license fee, and any necessary remarks (usually location of establishment). After 1960, it also included the license number and date of payment.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1999

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 Office until book is completed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 2816
TITLE: License book

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on both the record's primary administrative value to the agency and its secondary informational value to researchers. This license book provides information for researchers on businesses in Tooele County and changes in statutes and policies on licensing county businesses.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1505 3
TITLE: Limited partnership files and index
DATES: ca. 1947-
ARRANGEMENT: Alphabetical by name of partnership

ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the filing of limited partnerships with the county clerk. A limited partnership is "a partnership formed by two or more persons" under the provisions of UCA 48-2-1, "having as members one or more general partners and one or more limited partners" (UCA 48-2-1). Persons desiring to form a limited partnership shall "file for record the certificate in the office of the county clerk of the county in which the the principal place of business of the partnership shall be situated" (UCA 48-2-2(1)(b)). The original certificate is amended or cancelled when a notarized amendment (or cancellation) or court order is filed in the office of the county clerk where the certificate is recorded (UCA 48-2-25). These files contain affidavits, agreement and certificate of limited partnership (notarized original) and cancellation of certificate of agreement. The separate index includes date partnership formed, name, and date filed.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1505
TITLE: Limited partnership files and index

(continued)

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 Office until partnership cancelled and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on the information value of these files to document the creation of business partnerships. They are useful to persons researching businesses, particularly small family operations.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 6117 4
TITLE: Marriage licenses
DATES: 1876-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains copies of the marriage licenses granted in Tooele County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk. Includes marriage license number, names of bride and groom, residence, ages, date signatures of county clerk or deputy, date name of minister or legal authority performing ceremony, signatures of witnesses, Application and affidavit for marriage license.

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:

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 Office permanently.

Microfilm master: Retain in State Archives permanently.

Digital image: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 6117
TITLE: Marriage licenses

(continued)

APPRAISAL:

Administrative Historical Legal
Marriage licenses are vital records and must be maintained permanently.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26177 3
TITLE: Merchants' and peddlers' licenses

DATES: 1885-1893.
ARRANGEMENT: Numerically by license number
TOTAL VOLUME: 0.25 cubic feet.
DESCRIPTION:

Pursuant to"an act authorizing county courts to grant licenses," (passed by the Legislative Assembly in 1884) the Tooele County Court issued licenses authorizing any commercial activity within the county. Licenses were printed in duplicate in large books and then filled out doubly so that the merchant could have a copy and the county could also retain a stub copy in the book. Merchants' and peddlers' licenses were signed by the Tooele county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

APPRAISAL:

Historical
All county court records are historically significant because few of them have survived.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26177
TITLE: Merchants' and peddlers' licenses

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3340 3
TITLE: Miscellaneous justice court records
DATES: ca. 1875-1893.
ARRANGEMENT: None
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This is a small collection of justice court records from various courts in Tooele County. They were used to record the actions of justices of peace. They include a memorandum of lots deeded and a certificate of tax sale for Ophir; certificate of agreement for the Tooele Cooperative Institute; Official bonds for the Tooele Irrigation Company; and precinct court files for Ophir, Jacob City, and Grantsville.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 10 years and then transfer to State Archives.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value to researchers. These records provide a glimpse into early territorial Tooele County by documenting the actions of justice courts.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3340
TITLE: Miscellaneous justice court records

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1694 3
TITLE: Monthly expenditures, encumbrances, and appropriation report
DATES: 1988-
ARRANGEMENT: Chronological, thereunder numerical by fund and department code
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a computer financial report of monthly county expenditures with budgeted amounts. It includes account number, year-to-date annual budget, total expenditures, and encumbrances, appropriation balance, percent used, current expenditures, percent of budget used and department totals.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 3 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1694
TITLE: Monthly expenditures, encumbrances, and appropriation report

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1889 3
TITLE: Monthly marriage license report
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a monthly report on all marriage licenses issued by the county clerk. Copies of the report are submitted to the local newspaper, the Department of Social Services, and the local Family Services Office. The report contains the month and year; names of bride and groom; city, state, and zip code of residence.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 1 year and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1889
TITLE: Monthly marriage license report

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3546 3
TITLE: Notaries public index
DATES: ca. 1904-
ARRANGEMENT: alphabetical by name of notary
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is an index to all Tooele County notaries public. After the county clerk receives "certifications of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within Tooele County "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (1989)).

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office permanently.

APPRAISAL:

Administrative
This retention is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3546
TITLE: Notaries public index

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1868 3
TITLE: Notary public lists and index
DATES: ca. 1980-
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are lists of notaries public residing in Tooele County. The county clerk receives "certificates of notaries public . . .[and] shall keep and maintain an indexed record for that purpose, showing the name of all person's holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3). The lists include the names and the addresses of the notaries public, dates commissions given and dates commissions expires.

RETENTION:

Retain until superseded.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1868
TITLE: Notary public lists and index

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1801 3
TITLE: Oath Record
DATES: 1887-1896.
ARRANGEMENT: Chronological by recording date.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

M-Disk: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1801
TITLE: Oath Record

(continued)

authority to weed.

APPRAISAL:

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. This series has permanent historical value as documentation of individuals who served in elected and appointed positions within the county. It also documents the implementation of the Edmunds -Tucker Act in Utah.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26380 3
TITLE: Official bonds
DATES: 1880-1886, 1895-1905, 1958-1963.
ARRANGEMENT: Chronological by date of bond.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/28/2009

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: For records beginning in 1895 through 1905. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Bonds and other information about elected officials is an important part of the history of a governmental entity.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 26380
TITLE: Official bonds

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5539 3
TITLE: Official election registers
DATES: 1976; 1984-
ARRANGEMENT: Chronological, thereunder alphabetical by first letter of surname of voter
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These books are the official listing of registered voters in Tooele County for the primary and general elections. There is a booklet for each election district in the county. Voters are required to register with the county clerk or local election registrars prior to election day (UCA 20-2). These registers contain a listing of persons who voted at least once in the previous two years or registered since 1974. These lists are used at the polls by election judges to identify registered voters and to record ballot numbers on election day. After the election they are used for comparison when canvassing the election and later to prepare new registers for the next election. They include year, voting district number, identification number, registered voter's name, four year voting record, date of registration, birth date, grounds for challenge and name of person making challenge, last year voted, city, and for some voters their address.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. New registers are created every four years and previous registers then become obsolete. It has been determined,

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5539
TITLE: Official election registers

(continued)

since extensive statistical work occurs within the first year after the election the registers have no historical value.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3342 3
TITLE: Ophir election registers
DATES: 1893.
ARRANGEMENT: Alphabetical by name of registrant

TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This small book is the official listing of registered voters in Ophir for the primary and general elections. This election register includes name, location of business, age, signature, notary seal, and signature of registrar. The book also includes individual oaths of voters for Ophir, Stockton, and St. John.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 10 years and then transfer to State Archives.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value to researchers. This election register is the oldest found in Tooele County. It will be very useful to family historians and scholars researching the community of Ophir and the mining industry in Utah.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3342
TITLE: Ophir election registers

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1779 3
TITLE: Petition files
DATES: ca. 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signature and address of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7). Signatures have been verified to determine whether petitioners are registered voters.

RETENTION:

Retain 5 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 5 years after issue resolved or final decision made and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
The disposition is based on the informational value of these records. Though these petitions are discussed in the minutes of the Board of Commissioners, the actual petitions are important to

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1779
TITLE: Petition files

(continued)

identify individual petitioners.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1887 3
TITLE: Presidential employment program application files
DATES: 1971-1974.
ARRANGEMENT: Alphabetical by applicant's name
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These files document the application and hiring of persons under the PEP program. It is an obsolete federal program designed to hire disadvantaged persons. The files include an application form (containing the name, address, social security number, date of birth, physical description, marital status, number of dependents, health information, eduction, work experience, and personal references).

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 5 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet their administrative needs and the federal standard of five years for employment programs. These records are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1887
TITLE: Presidential employment program application files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1511 3
TITLE: Project commencement notices files
DATES: 1989-
ARRANGEMENT: Alphabetical by name of construction company
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files contain project commencement notices. Each original contractor taking a mechanic's lien shall file with the county clerk "a notice of commencement of the project or improvement with the county clerk for the county or counties where project is located within 30 days after commencement of the project" (UCA 38-1-27(10)). The county clerk "shall create and maintain a file for the maintenance of the notices of commencement" (UCA 28-1-27(11)). The notices include the name and address of the owner of the project or improvement; the name and address of the original contractor; the name and address of the surety providing any payment bond for the project or improvement, or if none exists, a statement that a payment bond was not required for the work being performed; the name of the project; and the address of the project or improvement or drawing sufficient to describe the location of the project or improvement (UCA 38-1027(10)).

RETENTION:

Retain 4 years after project completion and expiration of lien.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years after project completed and expiration of lien and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1511
TITLE: Project commencement notices files

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the county clerk. The "Mechanics' Lien Act" was extensively amended in 1989 and this provision (UCA 38-1027) was added without providing any guidance for retention.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1772 3
TITLE: Proof of publication files
DATES: ca. 1972-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain forms which serve as evidence of the publication of a document or notice required by law in a local newspaper (UCA 78-25-14). The files include a proof of publication form, (a copy of the actual newspaper notice, name of paper, date published, and signature and seal of notary public).

RETENTION:

Retain 6 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 6 years and then destroy.

APPRAISAL:

Administrative Legal
This retention is based on the legal and administrative needs expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1772
TITLE: Proof of publication files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1756 3
TITLE: Public safety complex building records
DATES: 1972-1974.
ARRANGEMENT: Chronological, thereunder alphabetical by subject
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These files document the construction of Tooele County's current public safety complex. The files include the monthly project cost report for the Utah Law Enforcement Planning Agency (containing the application number, an indication of funding source, amount, listing of expenditures and totals, and a narrative report on the construction) and reports from the construction company.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years after completion of construction and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the county clerk. These records are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1756
TITLE: Public safety complex building records

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1538 3
TITLE: Purchasing office supply files
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document the purchase of office supplies for Tooele County. It is used for auditing purposes. The files include register tapes, office supply expense sheet (containing name of department, month, year, purchase order number, account number, requisition date, amount, whether final or total amount for purchase order, account number, and total amount), master purchase order, office supply requisition form (containing date requisitioned, item number, quantity, description, unit cost, total cost), State of Utah Central Stores receipt, and state interdepartmental transfer sheet (contains organization number, account number, quantity unit packages, description, unit cost, total cost), and expenditure detail report from Central Stores.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 4 years and then destroy.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1538
TITLE: Purchasing office supply files

(continued)

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative and financial needs as expressed by the county clerk. The files are audited on a regular basis.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 84240 3
TITLE: Register of Births
DATES: 1898-1905.
ARRANGEMENT: Chronological by reporting date and roughly chronological by birth date.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1990

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 Office until microfilmed and then transfer to State Archives.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value. This book will be most useful to both family historians and scholars researching demographics, settlement, and growth of Tooele County.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 84240
TITLE: Register of Births

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 84247 3
TITLE: Register of Deaths
DATES: 1898-1905.
ARRANGEMENT: Chronological by reporting date and roughly chronological by death date.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1990

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 Office until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

M-Disk: Retain in State Archives permanently.

APPRAISAL:

Historical
This disposition is based on the record's secondary informational value. This book will be most useful to both family historians and scholars researching demographics, settlement, and growth of Tooele County. The records should be kept permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 84247
TITLE: Register of Deaths

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3364 3
TITLE: Register of Officers
DATES: 1883-1892, 1910-
ARRANGEMENT: Roughly chronological by date of election or appointment.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This register contains a listing of all elected and appointed Tooele county officials. It is used for reference purposes. It includes name of elected or appointed official, residence, office, date of election or appointment, date of qualification, dates term begins and expires, amount of bond, name of sureties and remarks (usually date of resignation or date of death).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on both the record's primary value to the agency and its secondary value to researchers. This volume is an important source in researching county government in Tooele County and identifying appointed and elected officials.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3364
TITLE: Register of Officers

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1771 3
TITLE: Resolutions
DATES: 1938-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial revenue bonds, and creation of special improvement districts.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

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 Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1771
TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal
This disposition is based on both the evidential and informational value of these records. Resolutions have primary legal and administrative values to the county to document the decisions made by the commission. They also have secondary informational value to researchers.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3542 3
TITLE: Revenue bonds
DATES: 1989-
ARRANGEMENT: alphabetical by subject of project

ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These bonds are issued by the county commission and made payable solely from revenues attributable to extensions and improvements made to revenue producing facilities (UCA 11-14-17 to 11-14-17.5 (1989)). They are used to encourage industrial development within Tooele County. These bonds are issued for the development for the Utah Hazardous Waste Treatment Plant in Tooele County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 1 year after being paid or cancelled and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk and UCA 11-14-14(c) (1989) which indicates that "any bonds or coupons which have been paid or cancelled may be destroyed."

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3542
TITLE: Revenue bonds

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3307 3
TITLE: Revoked corporations files
DATES: 1929-1932.
ARRANGEMENT: None
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These are notices sent by the Secretary of State to the county clerk revoking the incorporations of specific Tooele County businesses for neither filing annual reports nor paying taxes. They are used to notify the county clerk of state action against specific businesses. All domestic corporations were required to annually file "with the Secretary of State a report as of the preceding December 31 or June 30, verified by two of its principal officers" (Utah Rev. Stat. 18-2-14 (1933)). Those corporations not filing the annual report are subject to a fine of "not less than $200 nor more than $5,000" (Utah Rev. Stat. 18-2-15 (1933)). Revocation was the final action made against a corporation. These notices include the date, name of business, date of revocation of charter, reason for revocation, and signature of the Secretary of State.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 5 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk. These revocations are obsolete and should be destroyed. This information is available also in the articles of incorporation.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3307
TITLE: Revoked corporations files

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3363 3
TITLE: Road precinct book
DATES: 1889-1891.
ARRANGEMENT: Alphabetical by precinct name.
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book documents the actual boundaries of road districts in territorial Tooele County. The volume indicates that "by order of the county court made January 6, 1890 the following road precincts" and listed Mill, Batesville, Lakeview, Tooele, Stockton, Ophir, St. Johns, Clover, Vernon, Deep Creek, Quincy, and Grantsville. In accordance with statutes, the county court had the responsibility of dividing respective counties "into suitable and convenient number of road districts, and appoint supervisor's therefor biennially, or whenever vacancies occur" (Utah Comp. L. 2072:1 (1888)). This book contains the date the precinct was created, name of precinct, legal description of boundaries as of 1890, and petition and drawing requesting alteration of a county road.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office until microfilmed or until administrative need ends and then transfer to State Archives.

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

M-Disk: Retain in State Archives permanently with authority to weed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3363
TITLE: Road precinct book

(continued)

APPRAISAL:

Historical
This series has permanent historical value as documentation of the county government's role in maintaining roads.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3492 3
TITLE: State driver's license master license report
DATES: 1988-
ARRANGEMENT: Alphabetical by driver's name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This is a computer report of all licensed drivers within Tooele County. It is used with the voter registrations to create jury lists for district, circuit, and justice courts. The report includes the driver's name and address, date of birth, and date license issued.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office until superseded and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3492
TITLE: State driver's license master license report

(continued)

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5515 3
TITLE: Statement and affidavit of campaign receipts and disbursement file
DATES: 1938
ARRANGEMENT: Alphabetical by candidate name.
ANNUAL ACCUMULATION:
DESCRIPTION:

This small file contains statements submitted by candidates for county races. All county candidates are required to file such statements "in the office of the county clerk of the county" (Rev. Stat. 25-13-9 (1933)). The form includes the name of the candidate, office running for, a listing of receipts and totals, expenditures, expenditures previously reported, expenditures subsequent to previous statement, total expenditures, date, statement sworn and signed by candidate before a notary public, signature and seal of notary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

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 Office until administrative need ends and then transfer to State Archives.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on the record's secondary historical value. These statements are obsolete and no longer have any administrative value. They document a past requirement and represent a sampling of this process.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 5515
TITLE: Statement and affidavit of campaign receipts and disbursement file

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3464 3
TITLE: Tax apportionment quarterly report
DATES: 1958-1969.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These are photostatic copies of quarterly reports showing the distribution of collected property taxes and grand totals charged to the county treasurer. They were used to create annual reports and for planning purposes. These reports include tax rolls amounts; taxes received according to the following categories: uniform school, county general, library, county schools; city taxes for Tooele, Grantsville, Stockton, Ophir, Onaqui, Wendover; totals; general taxes; special taxes (bounty, tuberculosis, bangs, livestock inspection, predatory animals); total amounts paid out from special taxes; penalties and collection costs per taxing district.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Office for 3 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. This record is obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3464
TITLE: Tax apportionment quarterly report

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1552 3
TITLE: Time accounting report
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a computer report on the amount of vacation, sick, and compensatory time earned. It is used for reference purposes. It includes name of employee, amount, vacation, sick, compensatory time earned and taken per pay period and year-to-date accrual for each pay period.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 03/1990

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 Office for 2 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1552
TITLE: Time accounting report

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3463 3
TITLE: Tooele County Hospital payroll records
DATES: 1948-1953.
ARRANGEMENT: None
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These files contain outdated payroll records for the Tooele County Hospital. They were used for tax and auditing purposes. They include wage statements (W-2s) and completed affidavits for the Kickback Act.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. These records are one of the auditor's records which remained after the separation of offices and division of responsibilities. These records are now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3463
TITLE: Tooele County Hospital payroll records

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3521 3
TITLE: Warrant registers
DATES: 1917-1923; 1943-1961.
ARRANGEMENT: Numerical by warrant number
TOTAL VOLUME: 0.50 cubic feet.
DESCRIPTION:

These are registers of general fund warrants issued by Tooele County. They were used for auditing and accounting purposes. They include the following information: the date, the warrant number, to whom issued, purchase order number, and categories indicating whether money was used for employee salaries or compensation, criminal costs, office supplies, utilities, maintenance, bounties paid; date cancelled and totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

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 Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary value to the agency. Until 1984, the offices of clerk and auditor were combined into one office in Tooele County. These registers are one of the auditor's records which remained after the separation of offices and division of responsibilities. These records are now obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 3521
TITLE: Warrant registers

(continued)

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1675 3
TITLE: Wills filed and index
DATES: 1912-
ARRANGEMENT: Numerical by will number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are wills filed with the county clerk for safekeeping. As a service to county residents, the county clerk stores the wills for security purposes until needed or retrieved. The files include the actual signed and duly witnessed wills numbered chronologically by date of receipt. The index is divided into two sections wills for probate and wills not for probate. The index includes name of testator and number of will.

RETENTION:

Retain 75 years and transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

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 Office for 75 years or until will probated, superseded, or removed and then transfer to State Archives with authority to weed.

AGENCY: Tooele County (Utah). County Clerk

SERIES: 1675
TITLE: Wills filed and index

(continued)

APPRAISAL:

Fiscal
These wills have no value to the agency, but are only maintained as a service to county residents. There are no statutes governing this service, but it is based on long held traditions dating to the beginnings of the office of county clerk.

Although the records in this series were not created by a government agency, the fact that they have been in possession of the county clerk for some time and that they are appraised as having considerable historical value has been deemedsufficient justification for microfilming and preserving the records permanently at the State Archives.