

Retention and Classification Report

Agency: Utah County (Utah). County Clerk (1215)
Administration Building
100 East Center Street, #3600
Provo, UT 84606

Records Officer

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12794 *Appointment book and election returns
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AGENCY: Utah County (Utah). County Clerk

SERIES: 17919

3

TITLE: Agricultural report

DATES: 1869-1872.

ARRANGEMENT: By town, thereunder alphabetical by surname

DESCRIPTION:

This record contains farm reports for towns in Utah County. Towns include Provo, Spanish Fork, Springville, Pleasant Grove, Santaquin, Goshen, Lehi, Salem, American Fork, Fairfield and Payson. The information recorded in the book includes the names of the farmers, number of acres of land irrigated, average cost per acre, number of acres of different types of grains, fruits and vegetables, and the average yield per acre in bushels.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

This disposition is based on the historical value of these records to document farming in Utah County.

AGENCY: Utah County (Utah). County Clerk

SERIES: 17919

TITLE: Agricultural report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 12794

3

TITLE: Appointment book and election returns

DATES: 1895.

ARRANGEMENT: Chronological

DESCRIPTION:

Lists appointments scheduled in Utah County for October 1895.
Also shows election returns for the county in 1894 and 1895.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This book should be retained because of its antiquity. Records which date back to Utah Territory are scarce.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26966

3

TITLE: Bee inspector's records.

DATES: 1907-1919.

ARRANGEMENT: Chronological by date on document

DESCRIPTION:

This series includes a copy of "The law of the State of Utah as pertaining to bees, bee-keepers, and bee inspections. This 1907 law required the county commission to appoint qualified persons to inspect bees and their colonies in order to assess taxes and control disease. This series also includes copies of bee inspection reports and some deputy bee inspector oaths of office.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 28.

These are historically significant because they document an obsolete government function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 84185

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Historical

These are historical records with vital statistics information, they should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 13496

1

TITLE: Civil defense crisis relocation plans

DATES: 1979.

ARRANGEMENT: none

DESCRIPTION:

This report was published in September 1979 to plan and coordinate evacuation from Utah County to Duchesne and Uintah County in the event of a nuclear attack. The basic plan, checklist and coordination with Food, Fire, Medical and Health are addressed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 24144

4

TITLE: Death registers

DATES: 1898-1905.

ARRANGEMENT:

DESCRIPTION:

These records register deaths in Utah County for the years 1898 to 1905, as required by law of the county clerk. Each entry has the decedent's name, age, sex, race, color, term of residence in city or county, birthplace, marital status, occupation, last place of residence, cause of death, date of death, and the entry's assigned number. The second volume adds the name of the person making the report. The third also includes birthplace of parents, and burial date and place. These registers record deaths occurring in the county. They were created from certified death reports filed with the county clerk. From 1898 to 1905, the county clerk was required "to keep separate registers, to be known as the 'register of births' and the 'register of deaths' in which births and deaths certified to him must be registered in the order by which they are reported to him" (Utah Rev. Stat. 57:1032 (1898)). In 1905, the responsibility of recording deaths was transferred to the State Department of Health. OBSOLETE RECORD

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 24144

TITLE: Death registers

(continued)

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

These are historical records with vital statistics information; they should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5018

3

TITLE: Election registers

DATES: 1966

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 30.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5018

TITLE: Election registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5019

3

TITLE: Election returns

DATES: 1940-1948; 1966

ARRANGEMENT: Chronological.

DESCRIPTION:

These are books containing the tabulations of paper ballots counted by the election judges. They serve as the official tally of votes for primary, special, and general elections.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in State Records Center for 4 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26967

1

TITLE: Horticultural inspector's records

DATES: 1913-1916.

ARRANGEMENT: Chronological by document date

DESCRIPTION:

These are files of the county horticultural inspector. They include information about fruit crop yields, numbers of trees planted, and details of spraying.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

These reports about fruit trees in Utah County are historically significant for social historians and for environmental studies.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5026

4

TITLE: Incorporation case files

DATES: 1872-1961.

ARRANGEMENT: Numerical by case number, thereunder by date filed
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Utah County and serve as evidence of "due incorporation of the corporation"[UCA 16-2]. The series ended in 1961 when registration of corporations was transferred to state government and the Division of Corporations was created.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

Paper: For records beginning in 1900 through 1961. Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

Paper: For records beginning in 1872 through 1899. Retain in State Archives permanently after microfilming.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5026

TITLE: Incorporation case files

(continued)

APPRAISAL:

Administrative Historical Legal

Disposition based on historical value including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. Administrative and legal value documents the Utah County Clerk and serves current and future administrative needs. Also is a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5047

3

TITLE: Letterbooks

DATES: 1876-1901.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Copies of official outgoing correspondence of the county written by the clerk on behalf of the county commission (aka county court), county treasurer, and other officials as well as the clerk.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

Letterbooks provide a convenient summary of the issues and actions of the county commission during the territorial period when this information is relatively scarce.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

4

TITLE: Marriage license applications

DATES: 1897-

ARRANGEMENT: Numerical, with numbers assigned chronologically by application date.

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of the couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records prior to and including 1900. Retain in State Archives permanently with authority to weed.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

TITLE: Marriage license applications

(continued)

Paper: For records prior to and including 1955. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1955 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 24.

This disposition is based on the information provided to genealogists and others interested in marriage patterns in Utah.

PRIMARY CLASSIFICATION:

Private as these include records of minors, they are not public for 100 years

AGENCY: Utah County (Utah). County Clerk

SERIES: 23297

3

TITLE: Marriage license record book index

DATES: 1892-1912

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

This index covers record books 2 through 6; record books may also be indexed with the individual volume. The index gives names of males and names of females on alternate pages along with the record book volume and page number.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 6129

4

TITLE: Marriage licenses

DATES: 1904-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains marriage licenses granted in Utah 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.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Agency Record Center permanently.

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

APPRAISAL:

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

AGENCY: Utah County (Utah). County Clerk

SERIES: 6129

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

4

TITLE: Marriage record books

DATES: 1887-

ARRANGEMENT: Chronological by recording date.

DESCRIPTION:

These volumes are the recorded copy of marriage licenses. The first volume is handwritten and certifies that the marriage took place, giving location, date, names of officiator and witnesses, and the names of the bride and groom. Subsequent volumes are pre-printed forms which include the clerk's authorization to marry as well as the record of the actual marriage. The authorization form has blanks for the parties' names, residences, ages, note of parental authorization if the party is under age, clerk's office location, date, and clerk's signature. The marriage record remained substantially the same.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the information provided to genealogists and others interested in marriage patterns in Utah.

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

TITLE: Marriage record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26965

1

TITLE: Optometry and dental certificates.

DATES: 1907-1919.

ARRANGEMENT: Chronological by date filed.

DESCRIPTION:

These optometry and dental certificates, issued by the Utah State Board of Examiners in Optometry and by the Utah State Dental Board, were filed with the county clerk. The certificates verify that the recipient has been examined by the board and is licensed to practice.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
Optometry and dental certificates issued in Utah County in the early 1900s are relevant to family and social historians.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 13489

1

TITLE: Personnel files

DATES: 1947-

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Utah County (Utah). County Clerk

SERIES: 5031

3

TITLE: Wildlife bounties warrant register

DATES: 1897-1921.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5046

3

TITLE: Wildlife bounty affidavit book

DATES: 1901-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Utah County (Utah). County Clerk

SERIES: 5025

3

TITLE: Wildlife bounty fund certificates

DATES: 1903-1930.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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