

# Retention and Classification Report

**Agency:** Utah County (Utah). County Commission (1216)

Administration Building  
100 East Center Street, #2300  
Provo, UT 84606

## **Records Officer**

84180 Minutes  
25954 \*Minutes index  
25227 Publications  
05045 Revised ordinances

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 84180

3

**TITLE:** Minutes

**DATES:** 1851-[ongoing]

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**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 Archives permanently with authority to weed.

Paper: For records beginning in 1852 through 1897. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 10.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 84180

**TITLE:** Minutes

(continued)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 25954

3

**TITLE:** Minutes index

**DATES:** 1852-1897.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

Index volumes facilitate access to the minutes. They have administrative and historical value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 25227

3

**TITLE:** Publications

**DATES:** 1971-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Utah County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Flood Plain Information: Provo River and Rock Canyon Creek" (1971) and "Utah County Merit System Annual Report" (1972).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 22.

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

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 25227

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 5045

3

**TITLE:** Revised ordinances

**DATES:** 1956-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**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:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 31.

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

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 5045

**TITLE:** Revised ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public