

# Retention and Classification Report

**Agency:** Utah County (Utah). County Treasurer (1226)

Administration Building  
100 East Center Street, #1200  
Provo, UT 84606  
801-851-8265

## **Records Officer**

25464 Returned check collections and notices  
13491 \*School district account books  
06049 Tax assessment rolls

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

**SERIES:** 25464

3

**TITLE:** Returned check collections and notices

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document attempts to process and collect returned checks. They include bank notices notifying county treasurer of returned check (including date, reason, name account drawn, account number, reference number and amount, treasurer's name and account number) and a returned check notification (including date, debtor's name and address, account number, last activity amount, number of accounts assigned, and total dollar amount assigned).

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2004.

**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 Fiscal

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

**SERIES:** 25464

**TITLE:** Returned check collections and notices

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 13491

3

**TITLE:** School district account books

**DATES:** 1880-1887.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**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.

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

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

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

**SERIES:** 6049

4

**TITLE:** Tax assessment rolls

**DATES:** i 1865-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The county treasurer records tax assessments given to individuals and businesses on a yearly basis, and then records payment of the tax. The assessment rolls show name and address of owner or possessor of property; legal description of the land and valuation of real estate; value of improvement; list of personal property and value; amount of taxes distributed to various taxing units; total amount of taxes; date of payment and remarks. Individuals tax rolls were divided into two categories, real estate and personal property (which includes all livestock and equipment). Business assessment rolls subdivided based on the type of company and the type of equipment or stock they own. Most companies will have rolling stock (cars or trains), building and other equipment. Public Utilities and Mines are treated separately, because of the nature of their business. They record all natural resources that the company draws upon, and are taxed accordingly.

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

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