

Retention and Classification Report

Agency: Uintah County (Utah). County Commission (1231)
State & County Building
152 East 100 North
Vernal, UT 84078
781-0770

Records Officer

13889 *Commission minutes index
13890 Minutes
13583 *Ordinances
27604 Publications
25405 *Road minutes
25406 Uintah county code
13554 Utah Systems Information Manual

AGENCY: Uintah County (Utah). County Commission

SERIES: 13889

3

TITLE: Commission minutes index

DATES: ca. 1940-1980.

ARRANGEMENT: Chronological by subject

DESCRIPTION:

This is an index to the county commission minutes. It is used for reference purposes. It includes the date, name, address, subject, volume and page number.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

AGENCY: Uintah County (Utah). County Commission

SERIES: 13889

TITLE: Commission minutes index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 13890

3

TITLE: Minutes

DATES: 1880-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Uintah County (Utah). County Commission

SERIES: 13890

TITLE: Minutes

(continued)

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 13583

3

TITLE: Ordinances

DATES: 1896-1962.

ARRANGEMENT: Chronological, thereunder by ordinance number

ANNUAL ACCUMULATION:

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 17-5-77 (1990)). 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 17-5-15(9) (1990)).

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:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Uintah County (Utah). County Commission

SERIES: 13583

TITLE: Ordinances

(continued)

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 27604

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency not part of a more specific series. Contain Uintah County Fair and Taramack

STATE RECORDS COMMITTEE STATUS:

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

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.

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

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

APPRAISAL:

Administrative

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

Disposition based on value of these records in documenting the decisions, activities and functions of the Uintah County Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 25405

3

TITLE: Road minutes

DATES: 1991-1999.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular and special meetings of the county commissioners related to county roads. They are used to document the actions and decisions of the commission. Separate meetings were held and separate minute books were created from 1991-1999. County road discussions were included during the regular and special county commission meetings prior to 1991 and after 1999 and those discussions are included in the County commission minutes (Series 13890). These two minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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.

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Uintah County (Utah). County Commission

SERIES: 25405

TITLE: Road minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 25406

3

TITLE: Uintah county code

DATES: 1996-

ARRANGEMENT: Chronological, thereunder numerical by title and section numbers

ANNUAL ACCUMULATION:

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)).

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:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Uintah County (Utah). County Commission

SERIES: 25406

TITLE: Uintah county code

(continued)

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 13554

3

TITLE: Utah Systems Information Manual

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 18.