Retention and Classification Report

Agency: Uintah County (Utah). County Clerk (1232)

147 East Main
Vernal, UT 84078
781-5361

Records Officer Tai Bruckner

13574		Agenda
13573		Agreements
25407	*	Articles of incorporation index
05012	*	Articles of incorporation record books
13575		Auction records
13576		Beer licenses
25507	*	Birth certificate registers
84029	*	Birth registers
13577		Business license files
13596		Campaign financial disclosure statement files
13579		Contracts
25508	*	Death certificate register
84030	*	Death registers
25409	*	Declarations of intentions
13580		Deeds
13593		Election ballots
13610		Election canvasses
13592		Election records
13609		Election returns
13566		Equal Employment Opportunity (EEO) compliance reports
05015	*	Incorporation case files
13601		Interim land use policy
13581		Leases
05921		Maps
84021		Marriage license applications
23289		Marriage license record books
84019		Marriage licenses
13578	*	Merchants licenses
13600		Municipal building authority records
25408	*	Naturalization certificate stubs
13594		Notaries public monthly report

13582	Oaths of office
13881	Official bond and oath
05922	*Ouray valley irrigation project maps
13598	Passport application transmittal records
13572	Payroll warrant register
13880	Personnel action forms
13552	Personnel policy and policies
13584	Petitions
13597	Proclamations
13585	Proof of publication
13599	Public meetings notices
05013	Publications
13586	Purchase orders
05925	Randlett irrigating and canal company map.
13587	Receipt books
13588	Resolutions
13602	Right-of-way easement records
05923	*Uintah land and water company maps
13589	Vehicle registration certificates
05926	Vernal area maps
85305	*Wills

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13574 3
TITLE: Agenda
DATES:
ARRANGEMENT:
DESCRIPTION:

These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

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 Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 2.

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13573 3
TITLE: Agreements
DATES:
ARRANGEMENT:
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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:

This disposition is based on, Schedule 0, Item 0.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25407 3
TITLE: Articles of incorporation index
DATES: 1890-1955.
ARRANGEMENT: Alphabetical by first letter of company name, thereunder alphanumerical by code
DESCRIPTION:

This is an alphabetical index to articles of incorporations filed with the county clerk. Includes company name and page.

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.

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 Regional Repository permanently.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25407
TITLE: Articles of incorporation index

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 10.

This disposition is based historical value of providing access to the articles of incorporation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5012 4
TITLE: Articles of incorporation record books
DATES: 1907-1960.
ARRANGEMENT: Chronological
DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Piute County Clerk by newly organized corporations. The registers were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.
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 certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the Division of Corporations was created.

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:

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 1890 through 1907. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5012
TITLE: Articles of incorporation record books

(continued)

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:
Historical Legal

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).

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13575 3
TITLE: Auction records
DATES:
ARRANGEMENT:
DESCRIPTION:

These are either forms or records completed by county agencies when county property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

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 Office for 3 years after disposition of property and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 4, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13576 3
TITLE: Beer licenses
DATES:
ARRANGEMENT:
DESCRIPTION:

These files document the issuance of beer licenses within the unincorporated areas of the county. They are used for the application, the investigation, and the issuance or denial of beer licenses. Some counties have chosen to regulate the sale of beer in accordance with Utah law. "Any local authority may . . . . issue, suspend, and revoke licenses to sell beer at retail for on-premise consumption . . . [and] "to general food stores and other establishments to sell beer at retail for off premise consumption" (UCA 32A-10-101 (1990)). The files include investigative Sheriff's reports, correspondence, and the original application.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25507 3
TITLE: Birth certificate registers
DATES: 1905-1913; 1923-1929; 1940-1945.
ARRANGEMENT: Chronological by date of birth
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These four small books are the local copies of births registered with the local registrar for the Riverdale and Jensen precincts and filed with the State Register. In 1905, the state registry system began in Utah and local registers were required to "make a copy of all certificates filed with them," and were provided books for that purpose. These registers include the county, precinct, and village names, full name of child, sex, indication whether a multiple birth, whether a legitimate birth, date of birth, information on parents (names, residence, age, race, occupation, attending physician or midwife certification (name, date, signature), registered number, and indication on whether additional information was later provided (date and name).

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25507
TITLE: Birth certificate registers

(continued)

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 4.

This disposition is based on the records secondary research value. These registers are closed to researchers for 100 years. The first register will be open to researchers in 1908. They will allow research of births in a small community in Utah.

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84029 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of birth.
TOTAL VOLUME:
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.

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: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84029
TITLE: Birth registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13577 3
TITLE: Business license files
DATES:
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These files contain information on all business licenses issued in the county. All businesses are required to be licensed before conducting within unincorporated areas of the county. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 final renewal and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13596 3
TITLE: Campaign financial disclosure statement files
DATES: 1989-
ARRANGEMENT: Alphabetical by candidate's name
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These financial reports are required to be submitted by all candidates (community council candidates are exempted) for county elective offices within thirty days after the date of the general election. Candidates eliminated at a primary election are required to file the report within thirty days of the primary election (UCA 17-16-6.5 (1993)). The reports document campaign contributions and expenditures. They include county, candidates name, address, telephone number, office name, political party or designation, total contributions of donors who gave more than $50, aggregate total contributions of $50 or less, total campaign expenses, balance at the end of reporting period, date, candidates signature, itemized contribution report (form A) listing date received, contributor's name, mailing address and zip code, contribution amount, itemized expenditure report (form B) listing expenditure date, person or organization to whom expenditure was made, expenditures purpose, and amount of expenditures.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 with authority to weed.

APPRAISAL:

Administrative

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13596
TITLE: Campaign financial disclosure statement files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13579 3
TITLE: Contracts
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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:

This disposition is based on, Schedule 0, Item 0.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25508 3
TITLE: Death certificate register
DATES: 1944-1945.
ARRANGEMENT: Chronological by death date.
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This small book is a local copy of deaths registered with the local registrar for the Jensen precinct and filed with the State Register. In 1905, the state registry system began in Utah and local registers were required to "make a copy of all certificates filed with them," and were provided books for that purpose. This register includes the county, precinct, and village names, full name of deceased, length of residence where death occurred, sex, marital status, date of death, age, occupation and name of employer, birthplace, information on parents (names and birthplace) name of informant, doctor's certification (when attended deceased, cause of death, signature, date and address), date filed and signature of registrar, registered number, number of burial or removal permit, place of burial or removal, date of burial, and name and address of undertaker.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25508
TITLE: Death certificate register

(continued)

APPRAISAL:

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

This disposition is based on the historical value of documenting the deaths of individuals in the town of Jensen in 1944 and 1945.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84030 4
TITLE: Death registers
DATES: i 1900-1901, 1904-1905.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of death.

TOTAL VOLUME:
DESCRIPTION:

These records contain death registers for the years 1900-1901 and 1904-1905. Each entry has the decedent's name, occupation, age, marital status, sex, race, color, residence, term of residence, cause of death, the name of the informant making the report, and an assigned number. There are no death dates for the years 1900-1901.

RETENTION:

Retain Permanent

DISPOSITION:
Retain in agency custody.

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.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:
Historical

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84030
TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25409 3
TITLE: Declarations of intentions
DATES: 1906-1923.
ARRANGEMENT: Numerical by declaration number
TOTAL VOLUME:
DESCRIPTION:

These volumes contain completed preprinted declaration of intention forms for county residents seeking to become United States citizens. A declaration of intention preceded a petition to become a citizen by two or more years. The forms included the following information: state; county; name, age, occupation, and description of applicant; place and date of birth; current residence; information on immigration (name of vessel, port arrived, date of arrival); and last foreign residence and name and title of ruler to whom he would renounce allegiance.

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25409
TITLE: Declarations of intentions

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 13.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13580 3
TITLE: Deeds

DATES:
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These files document the county purchase of real property. They are used to document ownership and transfer of title of 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 county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1990)).

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:

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:

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13580
TITLE: Deeds

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13593 3
TITLE: Election ballots
DATES: 1880-
ARRANGEMENT: Chronological, thereunder numerical by voting district
TOTAL VOLUME:
DESCRIPTION:

These are ballots of official ballots of county elections cast by voters. They must be kept "unopened and unaltered for twelve months." If election is not contested the ballots "burned without opening or examining the contents" (UCA 20-7-38; 20-5-45(1990)).

RETENTION:

Retain 22 months after electrion or period from which election could be contested.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1995.

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 Office for 22 months after election or period when election can be contested and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 15.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13610 3
TITLE: Election canvasses
DATES: 1896-
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 41.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13592 3
TITLE: Election records
DATES:
ARRANGEMENT: Alphabetical
TOTAL VOLUME:
DESCRIPTION:

These files document primary, general and school elections. They are used to verify that elections were held in accordance with state statutes (see Election Code, 20 UCA et. seq. (1990)). The files include forms listing official party candidates and delegates; reports of county officers, state delegates to primary convention reports for printing on primary election ballot; names of candidates to be printed on the November ballot; list of party delegates by district to county convention; a letter detailing expenditures for campaigns by county committees and lists of applicants for registration agents; abstract of primary election returns by county; copies of official and primary ballots; information on mass meetings; expenses of candidates; and lists of registration agents and judges.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 22 months after the election and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 14.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13592
TITLE: Election records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13609 3
TITLE: Election returns
DATES: 1880*
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These are the tapes from electronic counting counting machine. They serve as the official tally of votes for primary, special, and general elections.

RETENTION:

Retain 22 month after the election.

DISPOSITION:

Destroy.

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 for 22 months after after the election and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13566 3
TITLE: Equal Employment Opportunity (EEO) compliance reports
DATES:
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

These are compliance files containing background papers and correspondence relating to contractor employment practices.

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 Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 8, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5015 4
TITLE: Incorporation case files
DATES: 1891-1961.
ARRANGEMENT: Alphabetical by name of company, thereunder by date filed
TOTAL VOLUME:
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 Uintah County and serve as evidence of"due incorporation of the corporation [UCA 16-2]."
Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when 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.

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

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

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5015
TITLE: Incorporation case files

(continued)

APPRAISAL:
Administrative Historical Legal

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).

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13601 3
TITLE: Interim land use policy
DATES: 1991-
ARRANGEMENT: Alphabetical by interim land use policy title
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a land use plan on public lands and public resources in Uintah County. It was developed by the county and adopted by the county commission. It is used to protect the rights of private landowners. This plan includes policies concerning land disposition, water resources, agriculture, timber and wood products, cultural resources, recreation, wildlife and wilderness, mineral resources, access and transportation.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1994.

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 disposition is based on the administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13601
TITLE: Interim land use policy

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13581 3
TITLE: Leases
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are building or equipment leases and related records documenting agreements, services, and payments.

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 Office for 4 years after contract expires and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 9, Item 2.

This disposition is based on

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5921 3
TITLE: Maps

DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Land, roads, and canals in Uintah county.

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: Uintah County (Utah). County Clerk

SERIES: 84021 4
TITLE: Marriage license applications
DATES: 1913-
ARRANGEMENT: Chronological, thereunder numerical by application number
ANNUAL ACCUMULATION:
DESCRIPTION:

The county clerk registers each couple throughout the 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 couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, 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 (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; 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 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 Records Center permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84021
TITLE: Marriage license applications

(continued)

PRIMARY CLASSIFICATION:
Exempt UCA 26-2-22 (2008); private.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 23289 3
TITLE: Marriage license record books
DATES: 1888-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These record books are the recorded copies of marriage licenses. The forms include blanks for bride, groom, officiating person, location, date of marriage, etc. as well as the county clerk's signature and recording date.

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:

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 84019 4
TITLE: Marriage licenses
DATES: i 1888-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; 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.

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13578 3
TITLE: Merchants licenses
VARIANT Certificates of license
DATES: 1911-1923.
ARRANGEMENT: Numerical by license number
ANNUAL ACCUMULATION:
DESCRIPTION:

These are stubs for business licenses issued to merchants allowing for their operation within the unincorporated areas of Uintah County. They are used to document the payment of fees for the issuance of business licenses in accordance with county ordinances. These stubs include the certificate number, owner's name, business name, business location, amount paid, license period (number of months, beginning and ending dates, and County clerk's signature. It also includes an incomplete business license with the inaccurate license period, it was corrected in the next stub.

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 for 1 year and then destroy.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13578
TITLE: Merchants licenses

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 23.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13600 3
TITLE: Municipal building authority records
DATES: 1991-
ARRANGEMENT: Alphabetical by municipal building authority name
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These records document the creation and operation of a municipal building authority within Uintah County. According to UCA 17A-3-903 (1993) "the [county commission] may organize a non-profit corporation as the building authority for the [county]." The building authority is "authorized to acquire, improve, or extend one or more projects and to finance their costs on behalf of the [county]." Uintah County's Municipal Building Authority has funded two projects; the Western Park and the Uintah Care Center. The records include bylaws, contracts, cancelled checks, reports, and disbursement listings.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1994.

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 Historical

This disposition is based on the administrative and historical needs expressed by the Office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13600
TITLE: Municipal building authority records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25408 3
TITLE: Naturalization certificate stubs
VARIANT Certificates of naturalization
DATES: 1905-1928.
ARRANGEMENT: Numerical by certificate number.

TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These books contain completed federal naturalization forms. These petitions are filed by individuals declaring their intention to become U.S. citizens and who have met the residency requirements to make formal application for U.S. citizenship. A petition is the final step in becoming a United State citizen. It includes the the individual's name, residence, occupation, birth date and place; the place emigrated from; date and place of arrival, and vessel name; date and court of declaration of intention; spouse's name, birthplace, and residence; children's names, birth dates, birthplaces, and residences; and any previous applications filed. Also included are the affidavits of two witnesses, the oath of allegiance, and a court order admitting the person to citizenship.

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.

Microfilm master: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 25408
TITLE: Naturalization certificate stubs

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 33.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13594 3
TITLE: Notaries public monthly report
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This monthly report is sent by the State Division of Corporations and Commercial Civil Code to notify county clerks of notaries commissioned during the previous month. County clerks are required to "keep and maintain an indexed record" of all notaries within the county" (UCA 17-20-3 (1993)). The report includes month, date, notary public's name, address, commission date, and date commission expires.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13582 3
TITLE: Oaths of office
DATES:
ARRANGEMENT:
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 (1990)).

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:

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

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13582
TITLE: Oaths of office

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13881 3
TITLE: Official bond and oath
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1990)).

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.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 29.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5922 3
TITLE: Ouray valley irrigation project maps
DATES: 1912.
ARRANGEMENT: Alphanumerical by
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.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13598 3
TITLE: Passport application transmittal records
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records document the applications received and fees collected for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1990)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, totals, type of fee (regular, amendments, no fees), total number processed, totals, name and signature of person preparing report, and any necessary remarks.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13598
TITLE: Passport application transmittal records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13572 3
TITLE: Payroll warrant register
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by warrant number
ANNUAL ACCUMULATION:
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

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 Office for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13880 3
TITLE: Personnel action forms
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations and pay administration. They include reports and data used for workload and personnel management purposes.

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 Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 1.

PRIMARY CLASSIFICATION:

Private

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13552 3
TITLE: Personnel policy and policies
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:

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.

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.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13584 3
TITLE: Petitions
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
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 signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)(1990)). Signatures must be verified to determine whether petitioners are registered voters.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 32.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13597 3
TITLE: Proclamations
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are official public announcements made by the county commission. They are used to announce special events, recognize the importance of the event, and to encourage citizen involvement. They include date, subject, public announcement, and commission chair's signature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 Historical

This disposition is based on both the administrative and historical needs expressed by the office.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13597
TITLE: Proclamations

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13585 3
TITLE: Proof of publication
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13599 3
TITLE: Public meetings notices
DATES: 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are notices required by UCA 52-4-6 (1993). "Each public body shall give not less that 24 hours' public notice of the agenda, date, time, and place of its meetings." These notices include public body's name, meeting's date, place, and time, meeting's subject, and the county clerk's certification that notices was posted and distributed to local radio stations, and newspapers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 administrative needs expressed by the office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5013 3
TITLE: Publications
DATES:
ARRANGEMENT: Alphanumerical
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.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13586 3
TITLE: Purchase orders
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are forms authorizing the order to purchase supplies or equipment by the county. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

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 Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 9, Item 4.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5925 3
TITLE: Randlett irrigating and canal company map.
DATES:
ARRANGEMENT: Alphanumerical by
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.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13587 3
TITLE: Receipt books
DATES: 1980-
ARRANGEMENT: Chronological, thereunder numerical by receipt number
ANNUAL ACCUMULATION:
DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

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.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 17.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13588 3
TITLE: Resolutions
DATES:
ARRANGEMENT: Numerical by resolution number
ANNUAL ACCUMULATION:
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 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

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.

APPRAISAL:
Administrative Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 35.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13588
TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13602 3
TITLE: Right-of-way easement records
DATES: 1882-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records contain documents executed by property owners granting the county access rights to their property for public works or other county purposes. They are used to provide access to enter or modify private property. They include easement agreements and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 Historical

This disposition is based on both the administrative and historical needs expressed by the department.

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13602
TITLE: Right-of-way easement records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5923 3
TITLE: Uintah land and water company maps
DATES: 1890.
ARRANGEMENT: Alphanumerical by
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.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 13589 3
TITLE: Vehicle registration certificates

DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These motor vehicle registration forms document county ownership.

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 Office until vehicle is transferred or sold and then transfer with vehicle.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 6, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Clerk

SERIES: 5926 3
TITLE: Vernal area maps
DATES:
ARRANGEMENT: Alphanumerical by
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.

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

AGENCY: Uintah County (Utah). County Clerk

SERIES: 85305 4
TITLE: Wills

DATES: i 1896-1932.
ARRANGEMENT: none
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

A legal instrument which divides a person's possessions and assets among hit/her beneficiaries. Wills are administered by probate courts if the need arises and give information concerning the executor of the estate, as well as the signatures of witnesses and attorneys involved. A will may be divided into several sections and cover a variety of topics that concern the estate.

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:

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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