

Retention and Classification Report

Agency: Cache County (Utah). County Clerk (128)
179 North Main, #102
Logan, UT 84321

Records Officer

03668 *Account book
83781 *Birth registers
18171 Day Books
83782 *Death registers
03670 *Financial record books
23729 *Financial records
03692 *Incorporation case files
06192 *Incorporation index
23728 *Index to miscellaneous and probate matters
23375 Marriage certificate record books
83780 Marriage license applications
23374 Marriage license indexes
06122 Marriage licenses
18172 *Merchant's license record
06336 *Oaths of office
84374 Official election registers
03697 *Public officials oath's register
03694 Wheeler precinct census

AGENCY: Cache County (Utah). County Clerk

SERIES: 3668

3

TITLE: Account book

DATES: 1894-1904.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series includes an account book documenting the salaries and expenses of county officials from 1894-1904.

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

Disposition based on the historical value and documentation of individuals, functions of the agency, and fiscal accountability.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 83781

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records contain birth registrations recorded during the years 1898 to 1905. Each entry has an assigned number, the father's name, the mother's name, date of birth, name of child, sex, race, color, residence of parents, and name of informant.

RETENTION:

Retain Archives custody.

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.

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 contain vital statistics information. They should be kept permanently.

AGENCY: Cache County (Utah). County Clerk

SERIES: 83781

TITLE: Birth registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 18171

3

TITLE: Day Books

DATES: 1873-1888

ARRANGEMENT: Chronological

DESCRIPTION:

Day books record the following information: Names of parties transacting business with the county, amounts of transactions, type of service or product sold to the County.

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:

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Paper: Retain in State Archives permanently.

APPRAISAL:

Historical

This disposition is based on the historical value of this as it documents business transacted at the county level.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 83782

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has an assigned number, the name of the decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation, last place of residence, causes of death, date of death, and the name of the party making the report.

RETENTION:

Retain Archives custody.

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:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

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

AGENCY: Cache County (Utah). County Clerk

SERIES: 83782

TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 3670

3

TITLE: Financial record books

DATES: 1866-1907.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

The 1888 ledger contains a name index, account names, dates, and amounts.

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

Disposition based on the historic value of these records in documenting the office of County Clerk and specifically office financial transactions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 23729

3

TITLE: Financial records

DATES: ca. 1890-1948.

ARRANGEMENT: None.

DESCRIPTION:

Assorted financial records of the county including audit reports, budget papers, and resolutions on financial notes.

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

Disposition based on the value of these records in documenting the functions and activities of the County Clerk's office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 3692

4

TITLE: Incorporation case files

DATES: 1873-1961.

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 Cache 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 registration of corporations was transferred to the state government.

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.

Paper: For records beginning in 1873 through 1896. Retain in State Archives permanently and then microfilm.

AGENCY: Cache County (Utah). County Clerk

SERIES: 3692

TITLE: Incorporation case files

(continued)

Paper: For records beginning in 1897 through 1961. Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical value of this series since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. This series also has administrative and legal value by documenting the functions of the Cache County Clerk and continuing to serve current and future administrative needs. Furthermore, the series should be retained as a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 6192

4

TITLE: Incorporation index

DATES: 1873-1961.

ARRANGEMENT: Alphabetical.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This series consists of an alphabetical index of companies incorporated to do business in Cache County. The index was created by the Cache County Clerk to facilitate access to the Incorporation Case Files and provides corporation name and corresponding case 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.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

Administrative Historical

This disposition is based on the historical and administrative value of the Incorporation Case Files and their corresponding indexes. This series functions as an index to the incorporation case files maintained by the Cache County Clerk. Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files (and likewise their corresponding indexes) and to permanently record information pertaining to corporations.

AGENCY: Cache County (Utah). County Clerk

SERIES: 6192

TITLE: Incorporation index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 23728

3

TITLE: Index to miscellaneous and probate matters

DATES: ca. 1903-1919.

ARRANGEMENT: Alphabetical by first letter of topic or surname.

TOTAL VOLUME:

DESCRIPTION:

This index volume, labeled "Index to miscellaneous and probate matters" appears to index county commission activities (and some district court activities) on one side and probate cases on the other. Activities include articles of incorporation, maps and plats, departmental reports, town incorporations, ordinances, oaths of office, exhibits in trial cases, etc. The probate matters are by name and include adoptions and guardianships as well as the deceased.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 23375

3

TITLE: Marriage certificate record books

DATES: 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These volumes record marriage certificates as filed with the Cache County Clerk's office.

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 83780

4

TITLE: Marriage license applications

DATES: 1911-

ARRANGEMENT: Chronological, thereunder numerical by application number

TOTAL VOLUME:

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 couple; color or race; marital status; places and date 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 marries); 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 has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

AGENCY: Cache County (Utah). County Clerk

SERIES: 23374

3

TITLE: Marriage license indexes

DATES: 1888-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

DESCRIPTION:

These name indexes provide access to the marriage licenses and marriage certificate books held by the Cache County Clerk's office.

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 6122

3

TITLE: Marriage licenses

DATES: i 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Cache 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 State Records Center permanently.

APPRAISAL:

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

AGENCY: Cache County (Utah). County Clerk

SERIES: 6122

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 18172

3

TITLE: Merchant's license record

DATES: 1884-1895.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This volume records the payment of a fee required to license a business within the city. Each entry records the date and the amount paid to the county.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

This disposition is based on the historical value of this series and the documentation they provide for local history and community studies.

AGENCY: Cache County (Utah). County Clerk

SERIES: 18172

TITLE: Merchant's license record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 6336

3

TITLE: Oaths of office

DATES: i 1887-1894.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

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 (1995)).

RETENTION:

Retain Permanent. In Archives custody.

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 State Archives permanently with authority to weed.

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

AGENCY: Cache County (Utah). County Clerk

SERIES: 6336

TITLE: Oaths of office

(continued)

APPRAISAL:

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

Disposition based on the value of these in documenting the employees of the early courts in Utah. They are also important for the study of local history and community studies. 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 84374

3

TITLE: Official election registers

DATES: 1976-

ARRANGEMENT: alphanumerical by district, thereunder alphabetical by voter's name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These books are the official listing of registered voters in Cache County for the primary and general elections. There is a booklet for each election district in the county. Voters are required to register with the county clerk or local election registrars prior to election day (UCA 20-2). These registers contain a listing of persons who voted at least once in the previous two years or registered since 1974. These lists are used at the polls by election judges to identify registered voters and to record ballot numbers on election day. After the election they are used for comparison when canvassing the election and later to prepare new registers for the next election. They include: name of voter, ballot numbers (bond, special, primary, general); year last voted; city; and for some voters their address.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on the administrative needs expressed by the office and the historical value of the records. Because it is impossible to maintain all official registers, they have been sampled for over a twenty-year period keeping those for years that end in six (1966, 1976, 1986, 1996).

AGENCY: Cache County (Utah). County Clerk

SERIES: 3697

3

TITLE: Public officials oath's register

DATES: 1887-1895.

ARRANGEMENT: Alphanumerical

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 (1995)).

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Clerk

SERIES: 3694

3

TITLE: Wheeler precinct census

DATES: 1931-

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.