

# Retention and Classification Report

**Agency:** Cache County (Utah). County Clerk (128)

179 North Main, #102  
Logan, UT 84321

**Records Officer:** Dianna Schaeffer

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  
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23374 Marriage license indexes  
06122 Marriage licenses  
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06336 \*Oaths of office  
84374 Official election registers  
03697 \*Public officials oath's register  
03668 \*Salaries of county officers book  
03694 \*Wheeler precinct census book.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).  
These are historical records with contain vital statistics information. They should be kept permanently.

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).  
These are historical records with vital statistics information.  
They should be kept permanently.

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Disposition based on the value of these records in documenting the functions and activities of the County Clerk's office.

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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.

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.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3692

**TITLE:** Incorporation case files

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). 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 DESIGNATION:**

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.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23375

3

**TITLE:** Marriage certificate record books

**DATES:** 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-1719.

**AUTHORIZED:** 02-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 83780

4

**TITLE:** Marriage license applications

**DATES:** 1911-

**ARRANGEMENT:** Chronological, thereunder numerical by application number  
**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 married); 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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23374

3

**TITLE:** Marriage license indexes

**DATES:** 1888-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

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

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-1719.

**AUTHORIZED:** 02-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

3

**TITLE:** Marriage licenses

**DATES:** i 1887-

**ARRANGEMENT:** Chronological

**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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-1719.

**AUTHORIZED:** 02-01-2015

**FORMAT MANAGEMENT:**

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

Paper: For records beginning in 1888 and continuing to the present. Retain in Office permanently.

Digital image: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are of historical interest as they document the life and marriages of county citizens.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

**TITLE:** Marriage licenses

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 18172

3

**TITLE:** Merchant's license record

**DATES:** 1884-1895.

**ARRANGEMENT:** Chronological.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule License books, GRS-266.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
This disposition is based on the historical value of this series and the documentation they provide for local history and community studies.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6336

3

**TITLE:** Oaths of office

**DATES:** i 1887-1895.

**ARRANGEMENT:** Alphanumerical.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).  
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 DESIGNATION:**

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.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). 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:** 84374

**TITLE:** Official election registers

(continued)

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3697

3

**TITLE:** Public officials oath's register

**DATES:** 1887-1895.

**ARRANGEMENT:** Alphanumerical

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3668

3

**TITLE:** Salaries of county officers book

**DATES:** 1894-1904.

**ARRANGEMENT:** Arrangement is alphanumerical.

**DESCRIPTION:**

This series includes an account book documenting the salaries and expenses of county officials from 1894-1904. Actually includes salaries of county officers and deputy. Includes costs of stationary, drafting instruments, postage, telegrams and expressage, sanitary and quarantine, janitor, roads and bridges, inquests, poor and insane, bounty on . . . animals, plotting of agriculture lands, weights and measures, township maps, furniture, coal, light and incidental expenses of court house, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Disposition based on the historical value and documentation of individuals, functions of the agency, and fiscal accountability.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3694

3

**TITLE:** Wheeler precinct census book.

**DATES:** 1912-1933.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This series contains an index book listing individuals who live within the boundaries of the Wheeler Precinct in Lewiston, Cache County, Utah. This book was apparently used for many different purposes from 1912 to 1933. It was likely first used as a register of voters in the Wheeler Precinct in the November 1912 general election, and was certified as such by R. W. James, the County Clerk at the time; thereafter it appears to be a list of community members in 1931. In 1933 it was in the possession of Isadore Olson, whose daughter Gloria used it to practice her math homework.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
This series has permanent historical value as sample documentation of census work done.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 3694

**TITLE:** Wheeler precinct census book.

(continued)

**PRIMARY DESIGNATION:**

Public