

Retention and Classification Report

Agency: Weber County (Utah). Clerk of the County Court (1300)

Weber Center
2380 Washington Blvd. #320
Ogden, UT 84401
399-8481

Records Officer

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AGENCY: Weber County (Utah). County Clerk

SERIES: 28891

3

TITLE: 1850 Federal Census Weber County population schedule

DATES: 1851.

ARRANGEMENT: Numerical by dwelling in order of visitation.

DESCRIPTION:

This series contains a copy of the 1850 United States Federal Census for Weber County, Utah written on the original Federal forms.

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.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the process of producing the first federal census in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5269

3

TITLE: 1880 Census Lists of Persons

DATES: 1880.

ARRANGEMENT: Numerical by enumeration district, thereunder alphabetical by surname.

DESCRIPTION:

This series contains a List of Persons (census form [7-392.]) for each of five 1880 Federal Census enumeration districts in Weber County. Individuals in each district are listed alphabetically by surname along with their color, sex, and age. The covers of several of the booklets are missing, but those that remain have notations that indicate that they were filed with the County Clerk. Precincts covered in the five booklets include Ogden 2nd and 3rd (municipal) Wards, Huntsville, Mound Fort, Lynne, Marriott, Riverdale, and Uintah.

These lists were created as part of the procedure outlined by the federal law authorizing the 1880 census and were used to determine how much each enumerator was to be paid. According to *The History and Growth of the United States Census* (Washington: Government Printing Office, 1900), p. 61-62:

"the enumerator was directed to forward the original schedules, duly certified, to the supervisor of his district, but before doing this, he was required, under the terms of section 6 of the act of April 20, 1880, to make and file in the office of the clerk of the county court or in the office of the court or board administering the affairs of the county to which his district belongs, a list of the names, with age, sex, and color, of all persons enumerated by him, which he shall certify to be true, and for which he shall be paid at the rate of 10 cents for each 100 names."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These records have historical value as documentation of the process of compiling the 1880 Census in Utah.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5269

TITLE: 1880 Census Lists of Persons

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5295

3

TITLE: Administrative records

DATES: 1872-1902.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5079

4

TITLE: Articles of incorporation record books

DATES: 1871-1961.

ARRANGEMENT: Chronological

TOTAL VOLUME: 34.00 reels.

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Weber 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 registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

AGENCY: Weber County (Utah). County Clerk

SERIES: 5079

TITLE: Articles of incorporation record books

(continued)

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

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 DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5094

4

TITLE: Articles of incorporation record books of LDS church wards

DATES: 1882-1884.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This series records copies of Articles of Incorporation filed with the Weber County Clerk by LDS Church Wards. The record books were kept as the official copy available for public use. The actual articles of incorporation record the following: names of corporate officers, names of ward members, and oaths of office. The Articles of Incorporation state that members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated "that any number of persons associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themselves as provided in the Act (Laws of Utah, 1878, chap. 18, sec. 1).

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 a certificate of incorporation and recorded the final articles of incorporation in these record books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

AGENCY: Weber County (Utah). County Clerk

SERIES: 5094

TITLE: Articles of incorporation record books of LDS church wards

(continued)

APPRAISAL:

Historical

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). Furthermore, these records document how the 19th century LDS Church complied with federal laws despite being at odds with one another.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 20896

3

TITLE: Birth certificates

DATES: 1905-1928.

ARRANGEMENT: Alphabetical by district, thereunder chronological.

TOTAL VOLUME:

DESCRIPTION:

These are duplicate copies of birth certificates for births occurring in Weber County Utah. There are 6 volumes-- 5 from the North Ogden District (1905-1928) and one from the Randall District(1905-1926). Each certificate contains the name of the county; the name of the precinct or town; the child's full name; sex; multiple birth information; legitimacy; date of birth; parents' names, residence, color(race), age, occupation, and birthplaces; total number of children born to the mother; and number of children still living. Also included is the name and signature of the attending physician. Classified as private for 100 years.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting individuals born in Weber County.

PRIMARY DESIGNATION:

Private Private for 100 years following birth of individual

SECONDARY DESIGNATION(S):

Public. Those births recorded more than 100 years ago are public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5107

4

TITLE: Birth register

DATES: i 1898-1905.

ARRANGEMENT: Generally chronological by reporting date.

TOTAL VOLUME:

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has father's birthplace, mother's birthplace, residence, the name of the informant making the report, date recorded, child's name, date of birth, sex, legitimacy, race, color, and parents' names. On the reel, the register is followed by individual certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 27622

3

TITLE: Bounty paid on certain animals

DATES: 1896.

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

Bounty paid on animals, birds, etc. in Weber County. Amount and to whom paid listed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 5.

AUTHORIZED: 03/28/2011

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical Legal

Disposition based on historical value of these early records (1896) in documenting bounties paid for certain animals and birds. Research value.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5090

1

TITLE: Business firm's affidavits index

DATES: undated.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Clerk

SERIES: 13456

3

TITLE: Business forms and partnerships affidavits

DATES: 1913-1963.

ARRANGEMENT: Numerical by serial number with alphabetical index

TOTAL VOLUME:

DESCRIPTION:

These are affidavits showing ownership of business and partnership agreements.

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.

AGENCY: Weber County (Utah). County Clerk

SERIES: 26265

1

TITLE: Business licenses

DATES: 1884-1903.

ARRANGEMENT: Chronological by date issued.

TOTAL VOLUME:

DESCRIPTION:

Business licenses issued to individuals by the Weber County court. Information listed on licenses include: fee paid, name of individual or entity applying for license, type of business, and license expiration date.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the existence and location of local businesses as well as information on business owners.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5265

3

TITLE: Businesses assumed names affidavits

DATES: 1961-1963.

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Clerk

SERIES: 12511

4

TITLE: Candidates expense reports

DATES: 1964; 1966.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

Financial statement reports submitted to the County Clerk for candidates for county and political party offices. Include the candidate's name, office running for, statement date, listing of receipts and for period covered disbursements, a summary of preceding statement, candidate's notarized signature, and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This disposition is based on the historical value of these records to document political campaigns in Weber County.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 27583

3

TITLE: Certificates of Citizenship

DATES: 1900.

ARRANGEMENT: Alphabetical.

TOTAL VOLUME:

DESCRIPTION:

Registration oaths made and signed in 1900 to verify citizenship before voting. Name, signature, short address, age and place of birth are on each card. These books contain copies of certificates of citizenship issued to newly naturalized United States citizens. The certificates are printed forms containing blanks for the date, individual's name, place of birth, current county of residence, and the notarized signature of person seeking citizenship renouncing allegiance to any other country.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 8.

AUTHORIZED: 12/13/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical Legal

Disposition based on value of records documenting certificates of citizenship issued in 1900. Value is for historical research.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80213

3

TITLE: Chronic disease hospital bids file

DATES: 1959-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

this file contains proposed bids for interior improvements to the Weber County Chronic Disease Hospital. The file contains name of the company making the bid, date, related correspondence, proposal form, the actual proposal, description of bid, bid bond and proposal bond. It is not known whether this was accepted by the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This files contain outdated and obsolete information. It no longer has any administrative value and should be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 21014

1

TITLE: Claim register

DATES: undated

ARRANGEMENT: Numerical by claim number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This volume lists claims. It includes claim number, claimant name, nature of claim, when filed, amount of claim, fund, when allowed, amount allowed, and warrant number.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5293

3

TITLE: Continental Supply Company's records

DATES: 1906-1912.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records include correspondence, legal records, ledger, bills, accounts and inventory of stock.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until appraised and then transfer to State History.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5286

3

TITLE: Correspondence

DATES: 1892-1943.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/09/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 28876

3

TITLE: County Courthouse construction records

DATES: 1871-1872.

ARRANGEMENT: Chronological by date of document.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains records of the construction of the Weber County Courthouse in the early 1870's. Most of the records relate to payment of contractors for work done on the building.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series has permanent historical value as documentation of the construction of the seat of county government.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 83324

3

TITLE: County clerk's vault index

DATES: [ca. 1883]-1890.

ARRANGEMENT: Alphabetical by subject.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an alphabetical index to the Weber county clerk's vault. It contains the subject (may be the name of a case, agency, topic of correspondence) and file number.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center until reviewed by archivist and then destroy.

APPRAISAL:

Administrative

This obsolete volume documents the operations and organization of the county clerk's office. The same data was transcribed into the probate court index, Series 21023, rendering this as an unnecessary duplication.

RETENTION JUSTIFICATION:

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 83324

TITLE: County clerk's vault index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 84248

3

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of death. Individual

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain death registers for the years 1898 to 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 report, and an assigned number.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

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.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

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

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 84248

TITLE: Death registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5282

3

TITLE: Dentistry and Optometry Board certificates

DATES: 1907-1920.

ARRANGEMENT: Alphabetical by profession, thereunder chronological by filing date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains professional certificates for optometrists and dentist filed with the county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series has permanent historical value as documentation of early state regulations of medical practitioners.

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80215

3

TITLE: Election canvasses

DATES: 1940-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are large charts recording the number of votes candidates received in the general election by election district. They contain the year, date, office, name of candidate, district number, vote tallies by district and grand totals.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

These records had administrative value in determining winners in local elections. That purpose has since passed, but they retain their historical value. These canvasses are important in documenting political life in Weber County particularly numbers of votes received by candidates.

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5268

3

TITLE: Election certificates

DATES: 1855-1892; 1922-1930.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5145

3

TITLE: Financial ledgers

DATES: 1861-1872.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5297

4

TITLE: Incorporation case files

DATES: 1871-1961.

ARRANGEMENT: Numerical by case number, thereunder by date filed.

ANNUAL ACCUMULATION:

DESCRIPTION:

Incorporation case files contain at a minimum the original articles of incorporation and any subsequent amendments to foreign and domestic 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 Weber County and serve as evidence of "due incorporation of the corporation [UCA 16-2]." Articles of incorporation constitute a contract between the state and the corporation, between corporation and stockholders, and between 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 and kind of corporate officers, and the number of directors necessary to transact corporate business. This series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 and continuing to the present. 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.

Paper: For records prior to and including 1895. Retain in State Archives permanently after microfilming.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5297

TITLE: Incorporation case files

(continued)

APPRAISAL:

Administrative Historical Legal

Disposition based on historical value including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. Administrative and legal value documents the Weber County Clerk and serves current and future administrative needs. Also is a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5288

4

TITLE: Incorporation case files of LDS church wards

DATES: 1882-1903.

ARRANGEMENT: Alphabetical.

TOTAL VOLUME: 4.00 reels.

DESCRIPTION:

These case files contain Articles of Incorporation filed with the Weber County Clerk by LDS Church Wards. Articles of Incorporation were required to be filed with the County Clerk and State to ensure that laws pertaining to corporations were adhered to. The Articles of Incorporation state that the members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated " that any number of person associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themselves as provided in this Act (Laws of Utah, 1878, chap., 18, sec., 1). The Articles of Incorporation record the following: names of corporate officers, names of ward members, and oaths of office.

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 a certificate of incorporation and recorded the final Articles of Incorporation in the case file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and transfer to State Archives with authority to weed.

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

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

AGENCY: Weber County (Utah). County Clerk

SERIES: 5288

TITLE: Incorporation case files of LDS church wards

(continued)

APPRAISAL:

Historical

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).

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 17531

4

TITLE: Incorporation fee books

DATES: 1871-1961.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These books record the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are usually court and marriage license fees, but through the years county clerks have been required to collect other fees. The books contain the date, name of the person making payment, purpose of payment, receipt number, amount and totals. The county clerk shall "keep a fee book as provided by law" (UCA 17-20-4 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 20.

AUTHORIZED: 03/18/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after completion of book and then destroy.

APPRAISAL:

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5098

4

TITLE: Incorporation index

DATES: i 1871-1961.

ARRANGEMENT: Alphabetical by corporation name.

TOTAL VOLUME:

DESCRIPTION:

This series is an alphabetical listings to articles of incorporation created by the Weber County Clerk and facilitates access to the Incorporation Case Files. This series records: corporation name, record book number and page number, case number, and brief entries describing any additions to the case file following the initial filing date such as revoked charters, dissolutions, related corporation numbers, foreign cases, amendments, and reinstatements.

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.

APPRAISAL:

Administrative Historical

This disposition is based on the historical and administrative value of the Incorporation Case Files and corresponding indexes. This series functions as an index to incorporation case files maintained by the Weber 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 record books (and likewise their corresponding indexes) and to permanently record information pertaining to corporations.

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5098

TITLE: Incorporation index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5292

3

TITLE: Japanese-American bank records

DATES: 1907-1911.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

This series includes current deposit ledger, special deposit ledger, general ledger, statement book, deposit withdrawal sheets, safe deposit ledger, check register and creditor claims.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until appraised and then transfer to State History.

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260

4

TITLE: Marriage license applications

DATES: i 1888-

ARRANGEMENT: 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 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; 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:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 08/19/2000

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260

TITLE: Marriage license applications

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the marriages that take place in Weber County.

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Exempt

UCA 26-2-22 (2008) Information on the application (v. license) is private.

AGENCY: Weber County (Utah). County Clerk

SERIES: 22634

3

TITLE: Marriage license index books

DATES: 1888-1949.

ARRANGEMENT: Chronological by date span, thereunder by sex, thereunder alphabetical by surname

TOTAL VOLUME:

DESCRIPTION:

This series provides access to the marriage licenses. The indexes contain information pertaining to name of male, name of female, book and page recorded, and certificate number. The index contains a direct index (by male name) and a reverse index (female name).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1888 and continuing to the present. Retain in Office until microfilmed and then maintain original in office.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Data was copied into series 21023 and updated, making this volume obsolete.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118

4

TITLE: Marriage licenses

DATES: i 1887-

ARRANGEMENT: Numerical by license number.

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Weber 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:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the marriages of the citizens of Utah.

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118

TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 83335

3

TITLE: Marriage licenses issued register

DATES: 1905-1918.

ARRANGEMENT: Numerical by certificate number.

TOTAL VOLUME:

DESCRIPTION:

This is a register of all marriage licenses issued in Weber County. It contains: certificate number; month, date, year license issued; name and age of male; name and age of female; date license returned for recording; name of person officiating at wedding; book and page marriage recorded; number; and remarks (usually the type of service). It was used as a master index to identify licenses issued. This volume is identified as volume 2.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This retention is based on the historical value of these records to document marriage licenses issued and marriages performed in Weber County.

Data was copied into series 21023 and updated, making this volume obsolete.

AGENCY: Weber County (Utah). County Clerk

SERIES: 83335

TITLE: Marriage licenses issued register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 23148

4

TITLE: Marriage record books

DATES: 1887-1896.

ARRANGEMENT: Chronological by filing date.

TOTAL VOLUME:

DESCRIPTION:

These volumes are copies of the marriage certificate, filed for the record by the county clerk. The initial volume is a handwritten transcription of the certificate. The other two volumes are pre-printed forms into which the data are entered. The copies note marriage date, bride and groom names and residence, officiator and witness names, and location of ceremony as well as the filing date and county clerk signature.

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 Office permanently.

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

APPRAISAL:

Historical

This disposition is based on the value of marriage records for genealogical and community history research.

RETENTION JUSTIFICATION:

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 23148

TITLE: Marriage record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 28787 3

TITLE: Militia lists

DATES: 1896-1909.

ARRANGEMENT: Roughly chronological by year, thereunder grouped by city or town.

TOTAL VOLUME:

DESCRIPTION:

This series contains lists of "male citizens subject to military duty" under state law. The lists are contained in books of pre-printed forms and were created by the County Assessor and ultimately filed with the County Clerk. The forms provide space to list the name of the person subject to military duty, his age, address or place of residence, post office, and nationality. Some of the books also include a total of the number of eligible persons for each community and for the whole county.

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.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the application of state law in tracking males subject to military service. It also has genealogical value in tracking the residence of individuals over time.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 28787

TITLE: Militia lists

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80214

3

TITLE: Nominations and nomination petitions lists

DATES: 1936-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These lists record nominations of individuals for elected offices within Weber County and signed petitions for these offices. These lists contain the name, office, lists of signatures, date, amount of fees, payments made, lists of nominations and offices.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical
these petitions and lists have historical value documenting politics in Weber County. They provide name of persons having filed for office in Weber County and names of individuals signing their petitions.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5106

3

TITLE: North Ogden deaths register

DATES: 1905-1932.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80219

3

TITLE: Notary public card file

DATES: 1950-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

this card file records the names of notaries public residing in Weber County. These cards contain the name of notary, date issued and date expired.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of the notary bond and then destroy.

APPRAISAL:

Administrative

this retention is based upon the administrative needs expressed by the clerk's office. It is understood that they have never had to refer to this file.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216

3

TITLE: Oaths of office and official bonds

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the actual oaths taken by all elected officials in Weber County and their fidelity bonds. They contain the year, position, name, office, amount of bond, date oath taken, name and of person taking oath.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after expiration of term and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These oaths and bonds have both administrative and historical value. They document the oaths taken by Weber County Officials. 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.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216

TITLE: Oaths of office and official bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5074

3

TITLE: Oaths of office registers

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)).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

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.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744

3

TITLE: Official general election results canvass

DATES: 1974-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official canvass of primary, general, or special elections which provide a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 41.

AUTHORIZED: 07/11/2000

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting voter turnout and election results in Weber County.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744

TITLE: Official general election results canvass

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731

3

TITLE: Official primary election results canvass

DATES: 1976-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the official canvass of primary, general, or special elections which provide a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 41.

AUTHORIZED: 07/11/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting voting results in Weber County.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731

TITLE: Official primary election results canvass

(continued)

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 12611

4

TITLE: Passport correspondence

DATES: 1933-1946.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

General office correspondence including form letters, rules and regulations, and copies of transmittal letters with passport applications and fees, between the Weber county clerk and the U.S. Immigration and Naturalization Service (INS).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. This correspondence is obsolete and should be destroyed.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 13455

1

TITLE: Payroll journals

DATES: 1972-1975.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5283

3

TITLE: Petitions

DATES: 1890-1910.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5066

3

TITLE: Poll tax registers

DATES: 1870-1918.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

Alphabetical list of individuals who paid poll tax in Weber County. Books list the person's name and amount of the tax paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting county poll taxes.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5287

3

TITLE: Public officials' bonds

DATES: 1851-1949.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 22361

3

TITLE: Railroad injuries report

DATES: 1914-1917.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book reports injuries occurring on the various railroads operating within Weber County. The book includes injury date, name of injured person(s), name of railroad company, final report date, and the nature of the injury,

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

Historical

This disposition is based on the records secondary research value of documenting railroad history and industrial injuries in Weber County.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 22361

TITLE: Railroad injuries report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 12515

4

TITLE: Tax sale deeds

DATES: 1895.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Preprinted deed forms which have been completed by the county clerk for purchase of real property for delinquent property taxes. It includes the names of the county, purchaser, tax collector, and owner; taxes owed; legal description; the county clerk's signature, and the notary public's signature and seal. Also a few loose tax sale certificates which include date, tax amount, owner's name, property legal description, purchaser's name, purchase price and tax collector's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the historical value of these records to document the tax sales.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 28887

3

TITLE: Voter registration records

DATES: unknown

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These records support the agency's function to oversee voter registration activities and to retain a list of registered voters (Utah Code 20A-2-104(3)(a),(c)(2015)). Records verify a subject's eligibility to vote by establishing citizenship, age, identity, residency, and authentic signature. Information about the registrant's political affiliation may also be included. These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2010)). They include the voter's name, address, birth date, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent county wide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2010)).

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 18.

AUTHORIZED: 06/01/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Weber County (Utah). County Clerk

SERIES: 28887

TITLE: Voter registration records

(continued)

APPRAISAL:

Administrative Historical

These records are of historical interest as they document citizens' rights to participate in open elections.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

PRIMARY DESIGNATION:

Public 63G-2-301(2)(l)(2014)

SECONDARY DESIGNATION(S):

Private. 63G-2-302(1)(j)and(k)(2015)

Exempt. 20A-2-104(4)(2015)

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554

4

TITLE: Water districts water allotments

DATES: 1968-

ARRANGEMENT: Chronological, thereunder numerical by section, township, and range numbers

TOTAL VOLUME:

DESCRIPTION:

Books submitted annually by water districts within Weber County to the county clerk in accordance with UCA 17A-2-711 (1993) showing all revision made to the previous year's water allotments. Include: conservation district name; section, township and range; tract number; owner's name; tract legal description; board of director's original allotment including the acreage in district under canal and allotted water, duty acre fee per acre and total acre feet required; the revised allotment including acreage for allotted water under canal, duty per acre feet; totals, and any comments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office. The official copy is retained by the special district.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554

TITLE: Water districts water allotments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 12516

4

TITLE: Weber River System water claim tabulations

DATES: [ca. 1908].

ARRANGEMENT: Alphabetical by county, thereunder numerical by claim number

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

Undated books of water claims on the Weber River, with handwritten notations on the inside covers indicating they are court copies, (may have served as evidence in a major water rights case concerning the Weber River). Divided by county: Books 1-3 Weber County, Book 1-Summit County, and unnumbered separate volumes for Morgan and Davis counties. They include claim number, claimant's name and address, nature of uses, cubic feet per second water flow and source, location of water diverted, diverting works, date work began. Also contains information on the channel as originally constructed, date original channel completed, date, place, manner and changes in which water first used, number of acres first irrigated and in subsequent years, currently irrigated land and location, soil character, crops first and subsequently raised.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This disposition is based on the historical value of these records in documenting water rights in northern Utah.

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12516

TITLE: Weber River System water claim tabulations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 5097

3

TITLE: Wildlife bounty certificates

DATES: 1905-1916.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.

AGENCY: Weber County (Utah). County Clerk

SERIES: 5144

3

TITLE: Wildlife bounty fund receipt book

DATES: 1916-1921.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

The Utah State Archives retains copies of the film for security and reference purposes. The volumes were retained by the agency.