

Retention and Classification Report

Agency: Cache County (Utah). County Treasurer (134)

179 North Main, #201
Logan, UT 84321

Records Officer

18476 *Pound keeper's account book
05105 *Record book
83783 Tax assessment rolls
28118 *Tax sales records
03683 *Warrant registers

AGENCY: Cache County (Utah). County Treasurer

SERIES: 18476

3

TITLE: Pound keeper's account book

DATES: 1886-1890.

ARRANGEMENT: Alphabetical, thereunder chronological.

DESCRIPTION:

Poundkeeper's record book document payements received. This volume is divided into sections by precinct name. Each section includes the following: Date, method of payment, and amount of payment.

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 disposition is based on the fact that is is one of the only extant records of its type.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Treasurer

SERIES: 5105

3

TITLE: Record book

DATES: 1891-1892.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Treasurer

SERIES: 83783

4

TITLE: Tax assessment rolls

DATES: 1869-

ARRANGEMENT: Chronological

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Tax assessment rolls identify property owners and taxes due by year. They are important historical records of property values as well as a means of documenting the names of persons who lived in and owned property in the county.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Treasurer

SERIES: 28118

3

TITLE: Tax sales records

DATES: 1892-1948.

ARRANGEMENT: Numerical by book number, thereunder alphanumerical by section, range, block, or lot

DESCRIPTION:

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (2003)) and records for property not sold (UCA 59-2-1351.3(1) (2003)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (2003)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).
Records contain information that is of interest to individuals conducting historical research.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Treasurer

SERIES: 3683

3

TITLE: Warrant registers

DATES: 1888-1895.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.