

# 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

**TITLE:** Record book

**DATES:** 1891-1892.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

3

**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 were specifically approved by the State Records Committee.

**APPROVED:** 09/1991

**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 Permanently

**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.