Retention and Classification Report

Agency: Wasatch County (Utah). County Clerk (1340)

Wasatch County Administration Bldg.
25 North Main
Heber City, UT 84032
654-3211

Records Officer

83881	*	Birth registers
84150	*	Bounty record
19328		Commission meeting tape recordings
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84163	*	Papers filed index

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83881 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of birth.

DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has information regarding date of birth, sex, race, color, place of birth, parents' names, residence, the name of the informant making the report, and an assigned number.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 84150 3
TITLE: Bounty record
DATES: 1911-1931.
ARRANGEMENT: Numerical by certificate number
TOTAL VOLUME: 0.40 cubic feet.
DESCRIPTION:

This volume documents the payment of state and federal bounties for the killing of various predatory animals. It includes: the certificate number; date issued, to whom issued, address, fund, total amount paid, column listing predator, number of animals, and amount collected per type of bounty (bear, mountain lion, cougar, grey wolf, coyote, lynx, wild cat); and name of person signing corroborative affidavit.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This retention is based on the historical value of this volume to document bounties offered by the State of Utah and the federal government. This volume will be useful for the research of ranching and the extermination of predators in many parts of Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 19328 3
TITLE: Commission meeting tape recordings

DATES: 1995-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy provided resolution of any litigation

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 6 months and then erase provided resolution of any litigation.

APPRAISAL:

Administrative
This disposition is based on on the administrative needs expressed by the office.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 19328
TITLE: Commission meeting tape recordings

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83882 3
TITLE: Death records
DATES: i 1907-1925.
ARRANGEMENT: Chronological by year but not by month. Entries were recorded in order of report, not by date of birth.

TOTAL VOLUME:
DESCRIPTION:

Death records, kept by the county clerk for the purpose of legally declaring a death and registering decline in the county population. This record shows changes in demographics, and includes information about date of death, cause of death, and surviving kinship. In 1905 the responsibility of recording deaths for the counties in the state of Utah was transferred to eht Department of Health, Division of Vital Statisitics.

RETENTION:

Retain until reviewed.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center until Reviewed and then destroy.

Microfilm duplicate: Retain in State Records Center until reviewed and then destroy.

APPRAISAL:

Administrative
The information on these registers duplicate information on death certificates. In 1905, Utah became a register state. The state Board of Health was authorized to register deaths and births on a statewide basis. The original death certificate was sent to the State Board of Health, however some registrars continued to maintain a copy. The disposition to destroy these records is gased on their duplicate nature. These records copy information currently on death certificates under permanent retention.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83882
TITLE: Death records

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 20903 4
TITLE: Death registers
DATES: 1898-1905.
ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of death.
TOTAL VOLUME:
DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has an assigned number, decedent's name, date of death, place of death, term of residence, sex, color, race, age, occupation, cause of death, marital status , birthplace, residence, and the name of the informant making the report. The register for 1904 and 1905 also included the father's and mother's birthplaces, and place of burial.

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.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical
These records contain vital statistics information. They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 333 4
TITLE: Election officers' registers
DATES: i 1960.
ARRANGEMENT: Numerical by district number, thereunder alphabetical by first letter of voter's surname.
TOTAL VOLUME:
DESCRIPTION:

These booklets provide a list of registered voters in Wasatch County for the primary and general elections of 1960. There is a booklet for each election district in the county and records the voter's name, date of registration, ballot number, age, and state of birth. The clerk compiled the official from a list of all voters who voted at least once in the past two years. Voters were required by state law to register before being permitted to vote.

Voters registered with the county clerk, or, if within a month before the election, with a registration agent appointed by the board of county commissioners. The registration agents updated the register and turned it over to the election judges to record ballot numbers on the day of election. The register was then returned to the county clerk for comparison when canvassing the election. Thereafter, the register was to be filed in the clerk's office for use in preparing a new register for the next election. The retention schedule calls for keeping a sample of registers for years ending in six. Other years' would be discarded. As those from 1956 were missing, those from 1960 were retained.

RETENTION:

Retain 10 years.

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 Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 333
TITLE: Election officers' registers

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23332 3
TITLE: Election registers
DATES: 1896-
ARRANGEMENT: Alphabetical
TOTAL VOLUME:
DESCRIPTION:

These books are used to identify registered voters. They contain: the date of registration, computer number, name and address of registered voter, voting record for previous four years, if challenged grounds for challenge, and when applicable birthplace (state or foreign country) and naturalization number.

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 30.

AUTHORIZED: 11/22/2000

FORMAT MANAGEMENT:

Paper: For records beginning in 1940 and continuing to the present. Retain in Office for 4 years and then destroy.

Paper: For records prior to and including 1940. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23332
TITLE: Election registers

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 84159 3
TITLE: Fee book
DATES: 1927-1961.
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:

These records are in Archives' permanent custody.

AUTHORIZED: 03/06/1989

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This retention is based on the decisions of the Judicial Council (1983) and the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 9991 3
TITLE: Marriage license applications
DATES: 1879-
ARRANGEMENT: Numerical by marriage license number
TOTAL VOLUME:
DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

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: 10/04/1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 9991
TITLE: Marriage license applications

(continued)

APPRAISAL:

PRIMARY DESIGNATION:
Private

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23201 3
TITLE: Marriage license index
DATES: 1879-
ARRANGEMENT: Alphabetical
TOTAL VOLUME:
DESCRIPTION:

The index provides alphabetical access to the marriage licenses. It records names, license number, and sometimes record volume.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/08/2011

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then may transfer to the state archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical
This series contains records of marriages and has ongoing historical value.

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23201
TITLE: Marriage license index

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 23200 3
TITLE: Marriage license record books
DATES: 1879-1966.
ARRANGEMENT: chronological by recording date
TOTAL VOLUME:
DESCRIPTION:

These record books are the recorded copies of marriage licenses. The forms include blanks for bride, groom, officiating person, location, date of marriage, etc. as well as the county clerk's signature and recording date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/20/2013

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83876 4
TITLE: Marriage licenses
DATES: i 1879-
ARRANGEMENT: Numerical by license number
TOTAL VOLUME:
DESCRIPTION:

This series contains original copies of the marriage licenses granted in Wasatch 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01/13/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 83876
TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 10059 3
TITLE: Official bonds index
DATES: 1906-1943.
ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:
DESCRIPTION:

This is an index to official bonds. "All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)). The index includes name, position, book and page.

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 29.

AUTHORIZED: //

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:

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 10059
TITLE: Official bonds index

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 84149 3
TITLE: Official bonds record books
DATES: 1906-1948.
ARRANGEMENT: Numerical by entry number
TOTAL VOLUME:
DESCRIPTION:

These two volumes contain forms completed by each elected and appointed county official required to post a bond. They include: the name, city, county, amount of bond, date of election or appointment, office elected or appointed, signature of the official, a signed oath of office, date, and signature and notary seal. The first volume (1906-1925) also contains holographic copies of bonds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after expiration of term and then transfer to State Archives.

APPRAISAL:

Historical
This retention is based on the historical value of these records to document the election and appointment of Wasatch County officials.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Clerk

SERIES: 84163 3
TITLE: Papers filed index
DATES: 1896-1910.
ARRANGEMENT: Alphabetical, thereunder chronological
TOTAL VOLUME: 0.50 cubic feet.
DESCRIPTION:

This volume is an index to legal papers filed in the Fourth District Court. It includes: date of filing, filing number, names of plaintiffs and defendants, name of purchaser at sale, date of sale, and remarks. A portion of the volume was used as a type of ledger and includes names, months, and total amount. Its purpose is unknown.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

The information included in this volume is duplicated in various dockets maintained by the court clerk. The purpose of this particular volume is unclear, but is seen as being obsolete and providing information available elsewhere.