# Retention and Classification Report

**Agency:** Washington County (Utah). County Clerk (1435)

Administration Building
197 East Tabernacle
St. George, UT 84770

**Records Officer**

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

**SERIES:** 26678 3
**TITLE:** Abatement application files
**DATES:** 1936-
**ARRANGEMENT:** Chronological by year, thereunder alphabetical by surname of applicant.
**ANNUAL ACCUMULATION:** 2.00 cubic feet.
**DESCRIPTION:**

These records contain application forms completed by taxpayers requesting exemption from property tax. Exemptions may be granted to the blind, veterans with disabilities, or others suffering extreme hardship. Each application includes the applicant's name, address, birth date, age, social security number, and a series of questions concerning the applicant's financial situation and household income. The applications also include serial number of the property, number of acres, and notes of action taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**
Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center 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 Agency Record Center permanently.

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

**SERIES:** 26678
**TITLE:** Abatement application files

(continued)

**APPRAISAL:**
Administrative Fiscal Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 1.

**PRIMARY CLASSIFICATION:**
Private UCA 63G-2-302(1)(b), UCA 63G-2-302(2)(b).

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

**SERIES:** 23572 3
**TITLE:** Abstract of instruments filed
**DATES:** 1908-1914.
**ARRANGEMENT:** Chronological within each of two sections.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This abstract of instruments filed by the county clerk is divided into two sections. The first section, called "instruments filed," lists documents filed. The majority are oaths of office, articles of incorporation and marriage license applications, but also included are official bonds, liquor license bonds, certificates of nomination for political candidates, notices of revocation of charter, notices of annulment of right to do business, bills of sale, and notices of tax levy. Each entry indicates the name of the corporation or individuals who filed the documents and identifies the date and location filed and recorded. The second section, which relates to the clerk's function as clerk of the district court, is a record of land entries, proofs, etc, made before the court. Each entry includes the name of the person making the entry, the date, kind of entry and a legal description of the land involved. All entries are desert entries or homestead applications.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

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

**SERIES:** 23572
**TITLE:** Abstract of instruments filed

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 3177 4
**TITLE:** Articles of incorporation record book

**DATES:** 1898-1908.
**ARRANGEMENT:** Chronological by date.
**TOTAL VOLUME:** 2.00 reels.
**DESCRIPTION:**

This volume records copies of Articles of Incorporation filed with the Washington County Clerk by newly organized corporations. The record book was 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 a certificate of incorporation and recorded the final articles of i 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:**

Retain 30

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**
This retention has not been approved by the State Records Committee.

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

**SERIES:** 3177
**TITLE:** Articles of incorporation record book

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years after being microfilmed and then transfer to State Archives.

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

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 CLASSIFICATION:**

Public

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

**SERIES:** 23602 3
**TITLE:** Articles of incorporation record book (ecclesiastical corporations)

**DATES:** 1882-1887.
**ARRANGEMENT:** Chronological by date.
**TOTAL VOLUME:**
**DESCRIPTION:**

This volume records copies of Articles of Incorporation filed with the Washington County Clerk by newly organized religious corporations, mainly LDS wards. Registers were kept as the official copy 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 and method of conducting business, number and kind of corporate officers, and the number of directors necessary to transact corporate business. Under the laws of the territorial legislature, religious bodies desiring to incorporate, were to file and record articles of incorporation with their respective county clerk much as for-profit corporations did. These agreements specified the nature and place of business, terms for officers, etc., but did not need to specify sale of stock shares. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 State Archives permanently with authority to weed.

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

**SERIES:** 23602
**TITLE:** Articles of incorporation record book (ecclesiastical corporations)

(continued)

**APPRAISAL:**
Historical

Disposition based on the importance of incorporation information, which documents the organization and existence of companies.

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 26666 1
**TITLE:** Assumed name business records
**DATES:** 1931-1981.
**ARRANGEMENT:** Alphabetical by company name
**TOTAL VOLUME:**
**DESCRIPTION:**

These records identify the assumed or business names of business owners in Washington County. Records include an affidavit containing county, date, owner's names, business name and address, and notarized signatures of owners.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

**SERIES:** 23600 3
**TITLE:** Assumed name index
**DATES:** ca. 1917-1963.
**ARRANGEMENT:** Alphabetical by first letter of assumed name.
**TOTAL VOLUME:**
**DESCRIPTION:**

This volume records the assumed, or business name, of a company in the first column. In the second, it records the individual owner's personal name along with the name of the filing cabinet where the clerk filed their affidavit. Names are generally for individuals "doing business as" (DBA)a separately named, but unincorporated, company.

**RETENTION:**

Retain 38 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 38 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

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

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

**SERIES:** 23600
**TITLE:** Assumed name index

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 3166 4
**TITLE:** Birth registers
**DATES:** 1898-1905.
**ARRANGEMENT:** Chronological by year but not by month. Entries were recorded in order of report, not by date of birth.
**TOTAL VOLUME:**
**DESCRIPTION:**

These birth registers have entries from 1898 into 1905 showing date of birth, sex, race, color, parents, and residence. The second volume also includes name of child; place of birth; whether a twin, triplet, or other; and name of attendant. Beginning in 1898, physicians and midwives were required to keep record of each birth at which they assisted professionally. In their absence, parents were required to make a report. They then reported quarterly to the county clerk or in the case of incorporated cities, to the local board of health and they would in turn report to the county clerk. In 1905, the state passed a law requiring each county to file a uniform certificate with the State Bureau of Vital Statistics.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

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.

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

**SERIES:** 3166
**TITLE:** Birth registers

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 26784 1
**TITLE:** Birth reports
**DATES:** 1903-1905.
**ARRANGEMENT:** Alphabetical by surname.
**TOTAL VOLUME:**
**DESCRIPTION:**

These are birth reports filled out for the county clerk to fulfill the requirement which went into effect in 1898 that all births must be reported to the county clerk. There is an individual card for each birth, and the clerk used the information on these cards to create the birth register. Information on the cards and in the birth register should be the same: parents names, place of residence, sex of child, race, date and place of birth, and signature of physician or midwife. In 1905, the state passed a law requiring each county to file a uniform certificate with the State Bureau of Vital Statistics.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**SERIES:** 85285 4
**TITLE:** Bounty certificates
**DATES:** i 1907-1931; 1943-1974.
**ARRANGEMENT:** Numerical by certificate number
**TOTAL VOLUME:**
**DESCRIPTION:**

To eliminate predator problems within the county a bounty system was established to pay hunters to kill specific animals. Each hunter needed to bring the skins to the auditor's office within 60 days of the kill. The skins were individually priced and payment was made upon receipt.

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1907 through 1975. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 5.

This disposition is based on the record's secondary informational value. These volumes inform policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

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

**SERIES:** 85285
**TITLE:** Bounty certificates

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 13753 3
**TITLE:** Bounty record books
**DATES:** 1901-1975.
**ARRANGEMENT:** Chronological, thereunder numerical by certificate number.
**TOTAL VOLUME:** 60606.06 cubic feet.
**DESCRIPTION:**

These books document the payment of county and state bounties for the killing of various predators. To receive payment hunters completed appropriate forms and filed them with the county clerk. The clerk then issued "a certification under the seal of his office stating the number and kind of skins involved and stating the sum person entitled" (UCA 4-6-8 (1953)). The county clerk was also required to "keep a record in a bounty book of all county certificates issued by him" (UCA 4-6-11(1953)). In 1975, the law was repealed and the responsibility was given to the Commissioner of Agriculture.
The record books note date, name, address, certificate numbers, number and species of animal killed, and amounts paid.

**RETENTION:**

Retain permanently.

**DISPOSITION:**
Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1943 through 1975. Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 13753
**TITLE:** Bounty record books

(continued)

**APPRAISAL:**

Historical

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 5.

This disposition is based on the record's secondary informational value. These volumes inform policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 26677 3
**TITLE:** Business license books
**DATES:** 1985-
**ARRANGEMENT:** Chronological by date, thereunder numerical by license number
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

This is a record of all business licenses issued by Washington County. "The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county." (UCA 17-5-22 (1995) .

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

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

**SERIES:** 26677
**TITLE:** Business license books

(continued)

**APPRAISAL:**
Administrative Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 23.

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 26655 3
**TITLE:** Census district maps
**DATES:** 2000-
**ARRANGEMENT:** Chronological.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These blueprint maps are used to illustrate the boundaries of election districts. They are used for reference purposes. The maps include roads, streams, mountains, cities and towns and have had the boundaries of the voting districts added.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

Administrative
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 16.

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 24243 3
**TITLE:** County and precinct officers register

**DATES:** 1880-1894.
**ARRANGEMENT:** By county and precinct.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

The County and precinct officers register provides information about political office holders in Washington County, including county officers like probate judge, selectmen, county recorder, county clerk, etc., and precinct officers like justices of the peace and constables. For each officer the register identifies the name of the person in office, the date he commenced in office and whether appointed or elected, the date on which his term will expire as well as any additional relevant comments.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 CLASSIFICATION:**

Public

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

**SERIES:** 23520 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.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These death registers record the decedent's name, age, sex, race, color, term of residence in city or county, birth place, marital status, last place of residence, cause of death, and date of death. By 1904, occupation, parents' birth places, contributory as well as chief cause of death, attending physician, place of death, burial place and date, and filing date are also included. Each physician, clergyman, justice of the peace, and undertaker was required to keep a registry of the name, age, residence, and time of death of the decedent. Each person registering deaths filed quarterly with the county clerk or the local board of health in the case of incorporated cities (Revised Statutes of Utah 1898, Title 57, p. 474-475). In 1905, the state passed a law requiring each county to file a uniform certificate with the State Bureau of Vital Statistics.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1898 through 1905. Retain in State Archives permanently after microfilming.

Microfilm master: For records beginning in 1898 through 1905. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1898 through 1905. Retain in State Archives permanently.

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

**SERIES:** 23520
**TITLE:** Death registers

(continued)

**APPRAISAL:**
Historical

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

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 27693 1
**TITLE:** Declaration of Candidacy Forms
**DATES:** 1996-
**ARRANGEMENT:** Chronological by date, thereunder alphabetical. Other arrangements include by office.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

Declaration of candidacy forms filed by persons intending to become candidates for an election for partisan and non-partisan offices as outlined in the Utah Code.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 343 3
**TITLE:** Election registers
**DATES:** 1982-
**ARRANGEMENT:** Alphanumerical by district number, thereunder name of registered voter.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 30.

This retention is based on the administrative needs expressed by the office. Though they have some historical value, it has been determined that it is impractical to maintain all registration books. They have been sampled for over a twenty year period keeping those for years that end in six (1966, 1976, 1986, etc).

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

**SERIES:** 343
**TITLE:** Election registers

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 27317 3
**TITLE:** Election registration files
**DATES:** 2003-
**ARRANGEMENT:** Alphabetical by surname
**ANNUAL ACCUMULATION:** 4.00 cubic feet.
**DESCRIPTION:**

Four-part printed forms are used to register all eligible voters. Information on the forms includes voter's name, address, birth date, birth place, last address where previously registered, political party (optional), date, signature and sworn statement. When voter registrations become inactive because voters have moved from the county, have not voted in more than four years, or are deceased, documentation of inactive status such as notices from other clerks or obituaries are added to the voter registration files.

**RETENTION:**

Retain permanently

**DISPOSITION:**
Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 09/01/1995.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until removed and then delete.

Paper: Retain in Office until no longer active and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 27317
**TITLE:** Election registration files

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 18.

Voter registration records are permanent by legal mandate, UCA 20A-2-104.

**PRIMARY CLASSIFICATION:**

Private

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

**SERIES:** 23585 3
**TITLE:** Fee book
**DATES:** 1897-1935.
**ARRANGEMENT:** Chronological by date.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This general fee book or ledger records fees collected by the county clerk/recorder/court clerk (generally the same individual) for issuing licenses or recording certain documents. The book notes date, payer's name, type of document (marriage license, acknowledgment, complaint or answer filing, oath, homestead entry, etc.), and amount paid. The book also notes the treasurer's receipt number for total fees regularly deposited.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency finances, policies, and function.

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

**SERIES:** 23585
**TITLE:** Fee book

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 26679 3
**TITLE:** Fee books
**DATES:** 2002-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

Fee books list all fees collected by the county clerk including marriage license fees, passport fees, and others. Each entry includes the date, name of person making payment, purpose of payment, receipt number, amount of fees, totals, and treasurer receipts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 20.

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

**SERIES:** 26679
**TITLE:** Fee books

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 17893 4
**TITLE:** Incorporation case files
**DATES:** 1891-1961.
**ARRANGEMENT:** Alphabetical by company name
**ANNUAL ACCUMULATION:**
**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 Washington 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 numb er of directors necessary to transact corporate business. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created. Even though the series officially ended in 1961, several case files and documents were added to the series after that date.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:** Washington County (Utah). County Clerk

**SERIES:** 17893
**TITLE:** Incorporation case files

(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 chapter 16 title 2] to maintain incorporation case files and record books (and likewise their corresponding indexes).

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 26680 3
**TITLE:** List of voters in St. George precinct

**DATES:** 1880.
**ARRANGEMENT:** Alphabetical by surname.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

Notice is given that an election will be held on November 2, 1880. This notice is followed by a register of voters in the St. George Precinct.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 83156 3
**TITLE:** Marriage licenses and applications
**DATES:** 1885-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license 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.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then maintain original in office.

Microfilm master: Retain in State Archives permanently.

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

**SERIES:** 83156
**TITLE:** Marriage licenses and applications

(continued)

**APPRAISAL:**
Administrative Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

**PRIMARY CLASSIFICATION:**
Private applications are private for 100 years

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

**SERIES:** 26697 3
**TITLE:** Oaths of office
**DATES:** 1975-
**ARRANGEMENT:** Alphabetical by surname
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These records are the official oaths of office for 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 their duties of office, all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 26697
**TITLE:** Oaths of office

(continued)

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 28.

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. Oaths of office provide a historical record who held office.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f)

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

**SERIES:** 23786 3
**TITLE:** Official bond record index
**DATES:** ca. 1904-
**ARRANGEMENT:** Alphabetical by first letter of surname.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

"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)).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 95 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 29.

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

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 26654 3
**TITLE:** Passport application transmittal records
**DATES:** 1990-
**ARRANGEMENT:** Chronological by date.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records document the applications received and fees collected daily for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1993)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, type of fee (regular, amendments, no fees), total number of applications processed, final totals, name and signature of person preparing report, and any necessary remarks.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**
Destroy.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 06/01/1994.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

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

**SERIES:** 26654
**TITLE:** Passport application transmittal records

(continued)

**APPRAISAL:**
Administrative
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 40.

**PRIMARY CLASSIFICATION:**
Private UCA 63G-2-302(1)(h); 63G-2-302(2)(d)

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

**SERIES:** 23599 1
**TITLE:** Voter register
**DATES:** 1880-1884.
**ARRANGEMENT:** Chronological, thereunder by precinct, thereunder alphabetical by initial letter of surname.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This book lists registered voters in Washington County for election years 1880, 1882, and 1884. Columns record the name of the voter, precinct, and remarks (e.g., "left the county," "dead") if any. At the end of each of the three segments, the county clerk or registration officer certified the list.

**RETENTION:**

Retain 120 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

This record identifies voters in Washington County in the early 1880s and is a valuable historical record, based on the identification of individuals in the area.

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

**SERIES:** 23599
**TITLE:** Voter register

(continued)

**PRIMARY CLASSIFICATION:**
Public

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

**SERIES:** 23254 4
**TITLE:** Water claims and breeders certificates
**DATES:** 1880-1896; 1916-1926.
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

In 1880 the territorial legislature passed the first act establishing and regulating water rights (Laws of the Territory of Utah, 24th session of the Legislative Assembly, Chapter 20). The legislature appointed the selectmen of each county to act as a water commission to generally oversee the distribution and use of water within their county. The water commission evaluated water resources, adjudicated all claims for water use, and issued water certificates validating rights to use water and specifying the amount. The Washington County recorder's Deed Record Book J, which is entitled "Water Claims and Breeders Certificates," contains the minutes of the meetings of the Washington County Water Commission. After the minutes, the county recorder used this book to record breeders certificates (Dec 1916-Apr 1925). These certificates describe bulls and verify that they are purebred.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1880 through 1925. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1880 through 1925. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

The minutes of Washington County water commission contain valuable information about the establishment of water rights.

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

**SERIES:** 23254
**TITLE:** Water claims and breeders certificates

(continued)

**PRIMARY CLASSIFICATION:**
Public