Retention and Classification Report

Agency: Wayne County (Utah). County Clerk (1436)

Wayne County Courthouse
18 South Main, P.O. Box 189
Loa, UT 84747

Records Officer Ryan Torgerson

84076		Articles of incorporation record books
84084	*	Birth registers
13445	*	Bond books index
84085	*	Death registers
17861		Incorporation case files
84078		Marriage license applications
84075		Marriage license record books
13442	*	Official bonds
13444	*	Precinct dockets index
13441	*	Water rights register

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84076 4
TITLE: Articles of incorporation record books

DATES: 1892-1945
ARRANGEMENT: Chronological by date filed
TOTAL VOLUME: 1.00 reel.
DESCRIPTION:

This series records copies of Articles of Incorporation filed with the Wayne County Clerk by newly organized corporations. The 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, 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.

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: Retain in State Archives permanently with authority to weed.

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

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84076
TITLE: Articles of incorporation record books

(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).

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84084 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.

TOTAL VOLUME:
DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, child's name, sex, races, color, parents' names, residence, name of the person making the report, and an assigned number. This reel contains anomalous entries whose dates range from 1866 to 1897 which were entered long after birth, and entries dating 1905 to 1957, which were also recorded as certificates and filed with the Bureau of Vital Statistics.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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.

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84084
TITLE: Birth registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 13445 3
TITLE: Bond books index
DATES: 1898-1937.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Wayne County (Utah). County Clerk

SERIES: 84085 4
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.
TOTAL VOLUME:
DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has an assigned number, the decedent's name, date of death, place of death, residence, sex, color, race, age, occupation, cause of death, marital status, birthplace, term of residence, and the name of the informant making the report. Also included are anomalous entries that range from 1907 to 1951.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

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

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84085
TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 17861 4
TITLE: Incorporation case files
DATES: 1953-1961
ARRANGEMENT: Chronological
TOTAL VOLUME:
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 and serve as evidence of "due incorporation of the corporation [UCA 16-2]." This series ended in 1961 when registration of corporations was transferred from the county clerks to state government, and the Utah Division of Corporations was created.

STATE RECORDS COMMITTEE STATUS:

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Paper: 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.

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

AGENCY: Wayne County (Utah). County Clerk

SERIES: 17861
TITLE: Incorporation case files

(continued)

corresponding indexes).

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84078 4
TITLE: Marriage license applications
DATES: 1933-
ARRANGEMENT: Chronological, thereunder numerical by application number
TOTAL VOLUME:
DESCRIPTION:

The county clerk registers each couple through and 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 birht; occupation of applicants; names, birhtplaces, 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 permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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Microfilm master: Retain in State Records Center permanently.

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84075 4
TITLE: Marriage license record books
DATES: 1892-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This series contains copies of the marriage licenses granted in Wayne County entered on pre-printed forms. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and copy of signature of person performing the ceremony; and copies of signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Wayne County (Utah). County Clerk

SERIES: 13442 3
TITLE: Official bonds
DATES: 1898-1937.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Wayne County (Utah). County Clerk

SERIES: 13444 3
TITLE: Precinct dockets index
DATES: 1963-1981.
ARRANGEMENT: numerical by index number
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Wayne County (Utah). County Clerk

SERIES: 13441 3
TITLE: Water rights register
DATES: 1892-1947.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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