

# Retention and Classification Report

**Agency:** Millard County (Utah). County Assessor (1445)  
Millard County Courthouse  
50 South Main  
Fillmore, UT 84631

**Records Officer**

85200 \*Appraisal cards

**AGENCY:** Millard County (Utah). County Assessor

**SERIES:** 85200

3

**TITLE:** Appraisal cards

**DATES:** i 1941-1982.

**ARRANGEMENT:** Numerical by serial number.

**DESCRIPTION:**

These are the standard Utah Tax Commission file folder forms (Appraisal Record Card TC576) used by county assessors statewide to record property tax appraisals. The forms are used in appraising the value of real property for tax assessment purposes.

Each card lists the serial number; the property owner's name, address, city, and county; the code number; and the batch number.

There is also a section for file contents indicating which additional standard forms are included. In addition to a description of the various features of the residential and out buildings, additional information used in appraising the value of the real property is recorded under such headings as property characteristics, summary of value, building permit record, sales information, rental information, urban or rural land computation, market analysis, and rental analysis.

Most cards include a sketch of building dimensions drawn to scale. Attached to many cards is a black-and-white photograph of the appraised building.

Storage boxes 1-31 contain appraisal cards for 1970 to 1982. Box 32 contains miscellaneous pre-1971 appraisal cards (standard Tax Commission form TC 74) ranging from about 1941 to 1971 (with many gaps). The majority of the cards are those for 1962 to 1971, followed by those for 1941. There are also a few appraisals for 1945, 1947, and 1952. The contents of Box 32 are all randomly arranged.

**RETENTION:**

Retain 4 years after major reappraisal.

**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:** Millard County (Utah). County Assessor

**SERIES:** 85200

**TITLE:** Appraisal cards

(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: For records beginning in 1970 through 1982. Retain in Office for 4 years after major reappraisal and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This retention is based on the County Assessor General Records Retention Schedule (1987).

**PRIMARY CLASSIFICATION:**

Public