Retention and Classification Report

Agency: Millard County (Utah). County Commission (1472)

Millard County Courthouse
50 South Main
Fillmore, UT 84631

Records Officer

83329	Minutes
83330	*Minutes index
83657	Water and sewage plans

AGENCY: Millard County (Utah). County Commission

SERIES: 83329 4
TITLE: Minutes
DATES: 1852-
ARRANGEMENT: Chronological by date of meeting.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing returns and appointing certain officials; and incorporating municipalities.

RETENTION:

Retain 30 years, transfer to Archives.

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 30 years or until microfilmed and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Millard County (Utah). County Commission

SERIES: 83329
TITLE: Minutes

(continued)

authority to weed.

APPRAISAL:
Administrative Historical Legal

This retention is based upon the historical value of these records to document the activities of the county commission. They are also important legally and administratively to document the actions of the commission. They are considered to be one of the most important records in county government.

PRIMARY CLASSIFICATION:
Public

AGENCY: Millard County (Utah). County Commission

SERIES: 83330 4
TITLE: Minutes index
DATES: i 1891-1897.
ARRANGEMENT: Alphabetical by first letter of the topic or name, thereunder chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

This handwritten volume indexes the first part of the second B volume of the Millard County Commission minutes. Columns record the topic, name, or order of proceedings; the name(s) of interested parties; the date; and the book and page in the minutes in which the proceedings are entered. Although this volume B continues until 1905, indexing entries end in 1897.

RETENTION:

Retain 10 years, transfer to Archives.

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

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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

AGENCY: Millard County (Utah). County Commission

SERIES: 83330
TITLE: Minutes index

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APPRAISAL:
Historical

This retention is based upon the historical value of these records to document the activities of the county commission. They are also important legally and administratively to document the actions of the commission. They are considered to be one of the most important records in county government.

PRIMARY CLASSIFICATION:
Public

AGENCY: Millard County (Utah). County Commission

SERIES: 83657 3
TITLE: Water and sewage plans
DATES: i 1969-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

A study performed by the county Commission to assess and plan for the needs of Millard County with regards to water and sewage. The planning commission, funded by a grant from the Farmers Home Administration, U.S. Department of Agriculture, recorded information on all exsisting operations, plans for rural communities, and recommendations for the future.

RETENTION:

Retain Archives custody.

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:

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