

Retention and Classification Report

Agency: Iron County (Utah). County Clerk (1474)

Iron County Courthouse
68 South 100 East, P.O. Box 429
Parowan, UT 84761

Records Officer: Leslie Bishop

83748 Articles of incorporation record books
83761 *Birth registers
83762 *Death registers
18924 Election register
17574 *Incorporation case files
23480 *Marriage certificate record book
83750 Marriage license applications
23481 Marriage license record books
83749 Marriage licenses
13052 *Parowan justice court records and William Dame correspond

AGENCY: Iron County (Utah). County Clerk

SERIES: 83748

4

TITLE: Articles of incorporation record books

DATES: 1870-1948

ARRANGEMENT: Chronological by date filed.

TOTAL VOLUME: 8.00 reels.

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Iron County Clerk by newly organized corporations. The registers were 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 incorporation in these record books. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

AGENCY: Iron County (Utah). County Clerk

SERIES: 83748

TITLE: Articles of incorporation record books

(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.

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

Paper: Retain in Office permanently after being microfilmed.

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

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: Iron County (Utah). County Clerk

SERIES: 83761

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 death.

TOTAL VOLUME:

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, name of child, place of birth, sex, race, color, parents' names, residence, name of informant, and assigned number.

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

Paper: Retain in Office permanently and then microfilm.

APPRAISAL:

Historical

This is an historical record with vital statistics information. It should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 83761

TITLE: Birth registers

(continued)

RETENTION JUSTIFICATION:

This series is a vital record, it should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83762

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 the decedent's name, occupation, age, birthplace, marital status, sex, race, color, residence, term of residence, and cause of death. There are no death dates until 1904-1905. Also added at this time are the names of father and mother.

RETENTION:

Retain Archives custody.

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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Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

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

This series is a vital record, it should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 83762

TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 18924

3

TITLE: Election register

DATES: 1891

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

Booklet containing an alphabetized list of registered voters in Kanarra Precinct, Iron County, file June 30, 1891 by the county clerk. The initial pages also contain letters and poetry by the registration officer and others.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series is a vital record, it should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 17574

4

TITLE: Incorporation case files

DATES: 1884-1895.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments. Some files 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 Iron 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 number of directors necessary to transact corporate business.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Iron County (Utah). County Clerk

SERIES: 17574

TITLE: Incorporation case files

(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).

This series is a vital record, it should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 23480

4

TITLE: Marriage certificate record book

DATES: 1887-1893.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This series contains transcripts of marriage certificates as filed with the Iron County Clerk's office. The certificates include the names of the bride and groom, the city and county of their residence, the date and place of marriage, the names of the officiator and witnesses, and the date filed by the clerk.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the value of these records in documenting marriages in Iron County.

This series is a vital record, it should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 23480

TITLE: Marriage certificate record book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83750

4

TITLE: Marriage license applications

DATES: 1916-

ARRANGEMENT: Chronological, thereunder numerical by application number.

TOTAL VOLUME:

DESCRIPTION:

The county clerk registers each couple through an 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 birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of others; statements that applicants are free from venereal disease or chronic epilepsy (until February 19, 1964 when the form was altered, not requiring this information); 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 permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 83750

TITLE: Marriage license applications

(continued)

This series is a vital record, it should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 23481

3

TITLE: Marriage license record books

DATES: 1888-1938

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

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:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

This series is a vital record, it should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 23481

TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83749

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Iron 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

This series is a vital record, it should be kept permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 13052

3

TITLE: Parowan justice court records and William Dame correspondence

DATES: 1850-1887.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

Contains a justice of the peace docket for Parowan. Also contains personal correspondence of William Dame including territorial militia, Mountain Meadows, English mission, etc. Much illegible.

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.

This series is a vital record, it should be kept permanently.