

Retention and Classification Report

Agency: Kane County (Utah). County Treasurer (1478)

Kane County Courthouse
76 North Main Street
Kanab, UT 84741

Records Officer

19683 *Kanab town assessment book
19687 Ledgers
83804 Tax assessment rolls
06043 Tax assessment rolls indexes
19684 *Tax sale book

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19683

3

TITLE: Kanab town assessment book

DATES: 1898-1902.

ARRANGEMENT: Chronological, thereunder alphabetical by taxpayer's name.

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. The volume is identified as the "Original Assessment Roll of Kanab Town." It includes the certification of the deputy county assessor as a true copy of the the Assessment roll for Kanab, number, taxpayer's name, lot number, block number, realty value, improvement values, number and value of livestock, merchandise and trade, machinery and implements, solvent credit, money, other personal property, total personal property, and total values of assessments.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

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 Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 9.

This book is historically significant because it identifies early Kanab residents and describes their property.

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19683

TITLE: Kanab town assessment book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19687

3

TITLE: Ledgers

DATES: 1901-1934

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These ledgers document the expenditure of county funds. They include the year, fund, date, expenditure amounts, balances, and totals.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1998.

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.

APPRAISAL:

Historical

This disposition is based on the record's secondary historical value in documenting county expenditures most notably for school expenditures prior to the organization of a single school district.

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19687

TITLE: Ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kane County (Utah). County Treasurer

SERIES: 83804

4

TITLE: Tax assessment rolls

DATES: i 1878-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

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

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1878 through 1892. Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: Kane County (Utah). County Treasurer

SERIES: 83804

TITLE: Tax assessment rolls

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 9.

Tax assessment rolls are historically valuable because they identify all property owners within a county.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kane County (Utah). County Treasurer

SERIES: 6043

3

TITLE: Tax assessment rolls indexes

DATES: 1888-

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

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

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19684

3

TITLE: Tax sale book

DATES: 1896-1902.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This volume is required to be created by county treasurers. It is a handwritten volume detailing the sale of property for delinquent property taxes. It includes date, collector's signature, name of property owner(s), legal description, name of purchaser, total purchase price including taxes, interest, and any additional charges; and whether property was redeemed before sell.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1995.

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.

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

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 11.

Tax sale records document property ownership and should be either retained permanently or recorded to become part of the county's official records.

PRIMARY CLASSIFICATION:

Public