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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 9.

AUTHORIZED: 05/12/2009

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.

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19683
TITLE: Kanab town assessment book

(continued)

APPRAISAL:

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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1998

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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 05/12/2009

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

AGENCY: Kane County (Utah). County Treasurer

SERIES: 83804
TITLE: Tax assessment rolls

(continued)

authority to weed.

APPRAISAL:

Administrative Historical
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.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 11.

AUTHORIZED: 05/12/2009

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

AGENCY: Kane County (Utah). County Treasurer

SERIES: 19684
TITLE: Tax sale book

(continued)

PRIMARY CLASSIFICATION:
Public