

# Retention and Classification Report

**Agency:** Kane County (Utah). County Commission (1480)

Kane County Courthouse  
76 North Main Street  
Kanab, UT 84741

## Records Officer

24234 \*Correspondence  
83799 Minutes  
24227 Ordinances

**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 24234

3

**TITLE:** Correspondence

**DATES:** 1917-1920.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 24234

**TITLE:** Correspondence

(continued)

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 7.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 83799

4

**TITLE:** Minutes

**DATES:** 1864-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The minutes record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The court was authorized to manage all county business and county property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials and set their salaries. The court located sites and oversaw the erection of public buildings. Business licenses, particularly liquor licenses were obtained through the commission. The Kane County Commission has been particularly concerned with road maintenance and management, and land management issues. The county managed grazing rights until the 1950s, and has more recently been involved in the management of the Grand Staircase Escalante National Monument.

**RETENTION:**

Retain permanent

**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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**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 83799

**TITLE:** Minutes

(continued)

Microfilm master: Retain in State Archives permanently.

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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 10.

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 24227

3

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder numerical by ordinance number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**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:**

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.

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**AGENCY:** Kane County (Utah). County Commission

**SERIES:** 24227

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 31.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public