Retention and Classification Report

Agency: Emery County (Utah). County Commission (1513)

Emery County Courthouse
75 East Main, P.O. Box 629
Castle Dale, UT 84513

Records Officer

84032	Minutes
25754	Ordinances

AGENCY: Emery County (Utah). County Commission

SERIES: 84032 4
TITLE: Minutes
DATES: i 1880-
ARRANGEMENT: Chronological by date of meeting in alphabetically labeled volumes. Volume labeling starts over with volume A in the

DESCRIPTION:

Minute books of the county commission, includes information on budgeting; equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, taxing; 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; convassing electin returns and apointing certain officials; incorporating municipalities. The day's entires are prefaced by the dat, names of those present, and where and when they met.

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 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.

APPRAISAL:

Administrative Fiscal Historical Legal

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.)

AGENCY: Emery County (Utah). County Commission

SERIES: 84032
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Emery County (Utah). County Commission

SERIES: 25754 3
TITLE: Ordinances
DATES: 1915-1921, 1947-1980.
ARRANGEMENT: Chronological by date
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 effort 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 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: Emery County (Utah). County Commission

SERIES: 25754
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