

Retention and Classification Report

Agency: Carbon County (Utah). County Commission (1515)

Carbon County Courthous
120 East Main Street
Price, UT 84501

Records Officer

03706 *Administrative records
24445 Board of Equalization minutes
83864 Minutes
03739 *Road bonds record book

AGENCY: Carbon County (Utah). County Commission

SERIES: 3706

3

TITLE: Administrative records

DATES: 1920-1923.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Carbon County (Utah). County Commission

SERIES: 24445

3

TITLE: Board of Equalization minutes

DATES: 1978-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1991

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Commission

SERIES: 24445

TITLE: Board of Equalization minutes

(continued)

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Commission

SERIES: 83864

4

TITLE: Minutes

DATES: 1894-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Minute books through volume 6 mid-volume, of the governing body of the county, includes budgeting, equipment purchasing, and auditing; use of countylands; districting for schools, roads, voting, drainage, etc.; taxing specifically 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; canvassing election returns and appointing certain officials; and incorporating municipalities. Entries are prefaced by date, names of those present, and where and when they met.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

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,

AGENCY: Carbon County (Utah). County Commission

SERIES: 83864

TITLE: Minutes

(continued)

personnel, voting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Commission

SERIES: 3739

3

TITLE: Road bonds record book

DATES: 1913-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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