

# 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:**

**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 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:**

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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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.

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

**SERIES:** 24445

**TITLE:** Board of Equalization minutes

(continued)

Digital image: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 9.

**PRIMARY CLASSIFICATION:**

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 Permanent.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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Digital image: Retain in Office permanently.

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

**SERIES:** 83864

**TITLE:** Minutes

(continued)

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

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 3739

3

**TITLE:** Road bonds record book

**DATES:** 1913-1949.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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