

Retention and Classification Report

Agency: Wasatch County (Utah). County Commission (1516)

Wasatch County Courthouse
25 North Main
Heber City, UT 84032
654-3211

Records Officer

83875 Minutes
10077 Ordinances

AGENCY: Wasatch County (Utah). County Commission

SERIES: 83875

4

TITLE: Minutes

DATES: i 1862-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission is authorized to manage all county business and county property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, 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. All these activities are noted in the minutes with the day's entries prefaced by date and names of those present.

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:

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.

AGENCY: Wasatch County (Utah). County Commission

SERIES: 83875

TITLE: Minutes

(continued)

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.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Commission

SERIES: 10077

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Numerical by ordinance number

DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

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.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 10.

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

AGENCY: Wasatch County (Utah). County Commission

SERIES: 10077

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public