Retention and Classification Report

Agency: Juab County (Utah). County Commission (1517)

Juab County Courthouse
160 North Main
Nephi, UT 84648

Records Officer

17817	Correspondence
17503	Equalization minutes
84139	Minutes

AGENCY: Juab County (Utah). County Commission

SERIES: 17817 3
TITLE: Correspondence
DATES: 1899-
ARRANGEMENT:
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.

AGENCY: Juab County (Utah). County Commission

SERIES: 17503 3
TITLE: Equalization minutes
DATES: 1896-
ARRANGEMENT: Chronological
DESCRIPTION:

The County Commission meets regularly as a board of equalization to equalize tax assessments and hear appeals. These are the minutes of those meetings.

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 permanently after being microfilmed.

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

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Commission

SERIES: 84139 4
TITLE: Minutes
DATES: 1852-
ARRANGEMENT: Chronological by date of meeting.
DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting, equipment purchasing, and auditing; use of county lands; 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; incorporating municipalities; and by the mid-1960s, zoning and planning.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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: Juab County (Utah). County Commission

SERIES: 84139
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public