

Retention and Classification Report

Agency: Wayne County (Utah). County Commission (1523)

Wayne County Courthouse
18 South Main, P.O. Box 189
Loa, UT 84747

Records Officer: Ryan Torgerson

84074 Minutes
85240 *Ordinances

AGENCY: Wayne County (Utah). County Commission

SERIES: 84074

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TITLE: Minutes

DATES: 1892-

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 was 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; incorporating municipalities; and by the mid-1970s, planning and zoning. All these activities are noted in the minutes.

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:

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: Wayne County (Utah). County Commission

SERIES: 84074

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative 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: Wayne County (Utah). County Commission

SERIES: 85240

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TITLE: Ordinances

DATES: i 1901-1987.

ARRANGEMENT: Numerical by ordinance number.

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 17-53-223 (1)(a) (2000)). 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 17-20-1.7 (2000)).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

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.

Microfilm duplicate: For records beginning in 1901 through 1987. Retain in State Archives permanently.

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.

AGENCY: Wayne County (Utah). County Commission

SERIES: 85240

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public