

Retention and Classification Report

Agency: Piute County (Utah). County Commission (1526)
Piute County Courthouse
550 North Main
Junction, UT 84740

Records Officer

13083 *Financial records
84044 Minutes
85241 *Ordinances
84045 *Water and sewage survey

AGENCY: Piute County (Utah). County Commission

SERIES: 13083

3

TITLE: Financial records

DATES: 1958-1969.

ARRANGEMENT: none

DESCRIPTION:

Ledger showing income, expenditures, and balances in various county accounts.

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 until microfilmed and then transfer to State Archives with authority to weed.

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

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

AGENCY: Piute County (Utah). County Commission

SERIES: 84044

4

TITLE: Minutes

DATES: 1869-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Piute County (Utah). County Commission

SERIES: 84044

TITLE: Minutes

(continued)

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

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: Piute County (Utah). County Commission

SERIES: 85241

4

TITLE: Ordinances

DATES: 1896-1983.

ARRANGEMENT: Chronological by date enacted.

ANNUAL ACCUMULATION:

DESCRIPTION:

The board of county commissioners in each county is authorized by law to pass any ordinances necessary to provide for the protection, prosperity, comfort and convenience of the county and its inhabitants (Utah Code, Annotated, 1953, 17-5-77). Piute County ordinances include such things as the licensing businesses, registering dogs, imposing taxes, establishing subdivisions, and providing franchises. Ordinances passed since 1983 have not been kept separately, but are incorporated as part of the minutes of the meeting at which they were approved.

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.

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

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Piute County (Utah). County Commission

SERIES: 85241

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 31.

Piute County ordinances are laws enacted by the county commission, and as such provide part of the legal foundation for the county. They secondarily provide historical information about county government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Piute County (Utah). County Commission

SERIES: 84045

4

TITLE: Water and sewage survey

DATES: 1968.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

In conjunction with plans for making improvements on culinary water systems within the county, the Piute County commission conducted a county-wide survey of water and sewage facilities. For each community this survey provides total population, average family size, number of families, number of housing units, and statistics about water sources, sewer facilities, plumbing facilities, and heating sources. For each household and commercial establishment the survey provides information about the structural characteristics of the building including the year built, number of rooms, nature of heating and plumbing facilities, nature of water source and sewage disposal, and demographic information about inhabitants.

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.

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

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

APPRAISAL:

Historical

The water and sewage survey provides valuable demographic information as well as historical information about Piute County structures, water use, and plumbing facilities.

AGENCY: Piute County (Utah). County Commission

SERIES: 84045

TITLE: Water and sewage survey

(continued)

PRIMARY CLASSIFICATION:

Public