Retention and Classification Report

Agency: Garfield County (Utah). County Clerk (1527)

Garfield County Courthouse
55 South Main Street, P.O. Box 77
Panguitch, UT 84759
435-676-8826

Records Officer

84073	*Birth registers
20231	*Death register
24314	*Incorporation records
84071	Marriage licenses
20234	*Official bonds

AGENCY: Garfield County (Utah). County Clerk

SERIES: 84073 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year but not month. Entries were recorded in the order reported to the clerk, rather than by date of

DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has date of birth, name of child, place of birth, sex, race, color, parents' names, residence, name of informant, and an assigned number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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
These are historical records with vital statistics information, they should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Garfield County (Utah). County Clerk

SERIES: 20231 4
TITLE: Death register
DATES: 1896-1905.
ARRANGEMENT: These records are loosely chronological by year but not month. Entries were recorded in order reported to the clerk,

DESCRIPTION:

These records contain death registers for the years 1896 to 1905. Each entry has an assigned number, name of decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation , last place of residence, causes of death, date of death, and name of the party making the report. Many records have incomplete entries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 12.

AUTHORIZED: 07/01/1998

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 State Archives permanently.

APPRAISAL:

Historical

AGENCY: Garfield County (Utah). County Clerk

SERIES: 20231
TITLE: Death register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Clerk

SERIES: 24314 3
TITLE: Incorporation records
DATES: 1886-1962.
ARRANGEMENT: Chronological.
DESCRIPTION:

In accordance with territorial law (Laws of Utah, 1870, "Providing for Incorporating Associations, for Mining, Manufacturing, Commercial and other Industrial Pursuits," p. 136-137), articles of incorporation were acknowledged before the probate court judge in each county.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 23.

AUTHORIZED: 06/18/2013

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.

APPRAISAL:

AGENCY: Garfield County (Utah). County Clerk

SERIES: 84071 4
TITLE: Marriage licenses
DATES: 1887-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: Garfield County (Utah). County Clerk

SERIES: 84071
TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Clerk

SERIES: 20234 3
TITLE: Official bonds
DATES: 1898-1950.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: 07/02/1998

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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Garfield County (Utah). County Clerk

SERIES: 20234
TITLE: Official bonds

(continued)

PRIMARY CLASSIFICATION:
Public