

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:

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 DESIGNATION:

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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

PRIMARY DESIGNATION:

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. This is a record of all business licenses issued by the county. "The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county" (UCA 17-53-216 (2008)). The type of licenses recorded in these books may vary according to the county issuing and when license was issued.

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:

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: 24314

TITLE: Incorporation records

(continued)

PRIMARY DESIGNATION:

Public

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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

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 the 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:

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 DESIGNATION:

Public