

# Retention and Classification Report

**Agency:** Box Elder County (Utah). County Commission (1534)

Box Elder County Courthouse  
01 South Main Street  
Brigham City, UT 84302  
435-734-2031

## Records Officer

09905 \*Fire engine specifications file  
82960 \*Letterpress book  
84093 Minutes  
06068 \*Minutes indexes  
12224 Ordinances  
82956 \*Petitions  
10553 Publications  
82954 \*Reports

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 9905

3

**TITLE:** Fire engine specifications file

**DATES:** s 1931.

**ARRANGEMENT:** None

**DESCRIPTION:**

This file consists of promotional brochures, specifications, blue prints, photographs, etc., from various manufacturers of fire engines throughout the United States.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 82960

3

**TITLE:** Letterpress book

**DATES:** 1892-1904.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This letterpress book contains the correspondence and reports of the county court and county commission. These letters and reports cover a wide range of topics including financial reports, letters concerning the construction of the road from Corrinne to Malad, appointments of delegates to meetings, and an attempt to locate the next of kin of a deceased stranger.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This retention is based on the historical value of these records. This letterpress book represents the earliest known correspondence of the governing body of Box Elder County, the county court 1892 to 1895 and the county commission from 1896 to 1904. Unlike many letterpress books of that period, this book is in good condition and very legible.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 84093

4

**TITLE:** Minutes

**DATES:** i 1856-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County commission minutes and indexes, GRS-253.

**AUTHORIZED:** 03-01-1991

**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.

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

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 84093

**TITLE:** Minutes

(continued)

**APPRAISAL:**

These records have historical value(s).

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 DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 6068

4

**TITLE:** Minutes indexes

**DATES:** 1886-1973.

**ARRANGEMENT:** Chronologically, thereunder alphabetical by topic or by name.

**DESCRIPTION:**

Handwritten indexes to volumes E through part of T of the Box Elder County Commission minutes. Columns record the nature of the order or proceedings, names of interested parties, date, book and pages on which proceedings are entered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

Paper: Retain in Office permanently after being microfilmed.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on usefulness of indexes in accessing county commission minutes, mail legal record of the county.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 12224

1

**TITLE:** Ordinances

**DATES:** 1906-

**ARRANGEMENT:** Chronological, thereunder 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 17-5-77 (1990)). 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 17-5-15(9) (1990)).

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1906 through 1979. Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 12224

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 82956

3

**TITLE:** Petitions

**DATES:** 1906-1980.

**ARRANGEMENT:** Numerical by petition number

**DESCRIPTION:**

These are petitions from citizens of Box Elder County submitted to the county commission requesting a particular action. These petitions are holographic and contain the date, request for action, and signatures of petitioners. Each petition has been folded and on the outside the county clerk has recorded the name of the petitioner, the purpose of the petition, date filed, date presented to the commission, whether approved or denied, and date of action. All petitions were discussed in county commission meetings and decisions are recorded in the minutes. Though petitions cover the period from 1906 to 1980 the bulk of the petitions cover the period from 1906 to 1944. The petitions deal with various concerns, but most common issues are the repair of roads; improvement of waterways; and the opening of new roads.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This retention is based upon the historical nature of these documents. The collection is small, but reflects the concerns of county residents to existing problems. Though these issues were frequently discussed in commission members and are mentioned in the minutes of these meetings, the actual petitions indicate the names of persons supporting the call for changes.

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 82956

**TITLE:** Petitions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 10553

3

**TITLE:** Publications

**DATES:** 1967-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Box Elder County or any of its departments, subdivisions or programs, and made available to the public.

Includes: "Resource Conservation and Development Project" (1967); "Comprehensive Area-Wide Water & Sewer Plan" (1969); and "Citizen Involvement Program on Community Development: Goals and Policies" (1971)

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).  
Publications document the history of the agency, its services, activities and programs.

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 10553

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 82954

3

**TITLE:** Reports

**DATES:** 1894-1908.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are reports submitted to the Box Elder County Commission on the activities of various county offices and county representatives. They include reports of delegates to mining and irrigation conferences; annual reports of the water commissioners, stock detective, board of health and poor; and various county financial reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).

This small collection of reports is important historically to document the involvement of the county in national movements (national mining and irrigation congresses) and to detail the activities of individual county offices. The reports are mentioned in the minutes of the county commission, but the actual report provides greater detail.

**PRIMARY DESIGNATION:**

Public