Retention and Classification Report

Agency: Tooele County (Utah). County Commission (1536)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer Marilyn Gillette

05143		Bid proposals
26038		Correspondence
26158	*	County Court administrative records
06237		Court ordered community service files
05148		Hazardous waste public opinion survey
28482	*	Index to minutes
05138		Informational subject files
05064	*	Meeting files
84230		Minutes
26174	*	Monthly department reports
01797		Ordinances and resolutions
05114		Outgoing correspondence
25225		Publications
26399	*	Relief Committee time books
26441	*	Tooele County relief files
26154	*	Tooele Valley Airport master plan

AGENCY: Tooele County (Utah). County Commission

SERIES: 5143 3
TITLE: Bid proposals
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are proposals submitted by private vendors in response to bid requests made by the county commissioners. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

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 for 2 years after decision by county commission and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26038 3
TITLE: Correspondence
DATES: 1897-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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.

Paper: For records beginning in 1897 through 1943. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 7.

Correspondence documents the workings of the commission in the late 19th and first half or the 20th century.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26038
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 26158 3
TITLE: County Court administrative records
DATES: 1878-1888.
ARRANGEMENT: Chronological by date.
TOTAL VOLUME: 0.25 cubic feet.
DESCRIPTION:

This series contains records from the Tooele County Court (precursor to the Tooele County Commission). Files include minute entries from the court as well as a variety of documents pertaining to business conducted by the court at individual meetings.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

All county court records are historically significant because few of them have survived.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 6237 3
TITLE: Court ordered community service files
DATES: 1982-
ARRANGEMENT: Chronological, thereunder by assigned number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. Tooele County provides supervision of those undertaking community service projects at various locations. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and time sheet showing how many hours are completed.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

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 for 1 year after completion of community service and then destroy.

APPRAISAL:
Administrative

This disposition is based on the administrative needs expressed by the office. The courts maintain the record copy of court ordered community records.

AGENCY: Tooele County (Utah). County Commission

SERIES: 5148 3
TITLE: Hazardous waste public opinion survey
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This survey was contracted by the county commission and undertaken by Dan Jones and Associates to survey public opinion in Tooele County concerning the construction of a hazardous waste facility. It was used by the county commission in making their final decision on whether to construct the plant. The survey includes a copy of the survey instrument, and its results show a breakdown by age, location, gender, political party, and educational level.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

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 for 10 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

This disposition is based on the administrative needs expressed by the office and the historical value of this survey. Few county commissioners have contracted to undertake such public opinion surveys. This survey is of particular interest because of the importance of the issue to the future.

AGENCY: Tooele County (Utah). County Commission

SERIES: 28482 3
TITLE: Index to minutes
DATES: 1894-1995.
ARRANGEMENT: Chronological by time period, thereunder alphabetical by subject.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains indexes to information in the county commission minutes.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 5138 3
TITLE: Informational subject files
DATES: 1974-
ARRANGEMENT: Chronological, thereunder alphabetical by subject.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These subject files are used for used for reference purposes. The files largely contain copies of materials sent to the county commission for its information or review. They include copies of correspondence, agreements and contracts, newspaper clippings, agenda, memoranda, magazine articles, minutes, certificates, reports, maps, diagrams, bylaws, plans and newsletters. As a general rule the commission only maintains copies, other offices are designated to hold the record copy. For example, the county clerk is responsible for all original contracts and minutes of the county commission.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1991.

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 copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:
Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Tooele County (Utah). County Commission

SERIES: 5138
TITLE: Informational subject files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 5064 3
TITLE: Meeting files
DATES: 1910-1913; 1917-1923.
ARRANGEMENT: chronological
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These files document issues discussed and decisions made during meetings of the Board of County Commissioners. They were used for reference purposes. The files include correspondence, claims, receipts, incoming correspondence, reports from other elected officials, applications for licenses, petitions, preliminary budgets, maps, legal papers, and appointments. Each document is folded, placed in an envelope, dated and action recorded on the envelope.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

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 for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary historical value for future researchers to document the decisions of the Tooele County Commissioners. These records are some of the earliest correspondence for Tooele County.

AGENCY: Tooele County (Utah). County Commission

SERIES: 84230 3
TITLE: Minutes
DATES: 1851-
ARRANGEMENT: Chronological by date of meeting.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These minute books record the actions of the county commission (known before statehood as the county court), the governing body of the county. The court managed all county business and county property, audited claims, reviewed financial reports, appropriated moneys, and authorized purchases of supplies and services. Members allocated water and timber rights, herdgrounds, and mill sites; supervised road layout and oversaw the erection of public buildings; and created election precincts, road districts, school districts, and by 1883, irrigation districts also appointing superintendents of such districts. In 1855, the court created fortification districts. They levied property taxes for county purposes and after 1878 served as a board of equalization. They provided for elections and appointed other officials. They oversaw the maintenance of the indigent, insane, orphaned, and incapacitated, and provided for the health and safety of constituents. They regulated fences, created estray pounds, and paid bounties on varmints. They authorized liquor licenses by 1864, and by 1884, general business licenses. They granted franchises beginning in 1892. All these activities are noted in the minutes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1990.

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.

M-Disk: Retain in State Archives permanently with authority to weed.

AGENCY: Tooele County (Utah). County Commission

SERIES: 84230
TITLE: Minutes

(continued)

APPRAISAL:
Administrative Historical

This series has permanent historical value as primary documentation of the business handled and actions taken by the county commission.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 26174 3
TITLE: Monthly department reports
DATES: 1903-1924.
ARRANGEMENT: Alphabetically by county office and thereunder chronologically by date.
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

The separate county departments submitted monthly reports to the county commission. These reports include month and year, and "a detailed account of the business done by the office" for the month. For each action the reports names date, type of business, names of parties involved, and amount of money involved in transaction. These reports are from the county recorder (1902-1924), the county treasurer (1913-1923), the sheriff (1913-1924), and the county clerk (1913-1924).

RETENTION:

Retain until admininstrative need ends

DISPOSITION:
Transfer to the State Archives with authority to weed.

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: For records beginning in 1902 through 1924. Retain in State Archives permanently with authority to weed.

APPRAISAL:
Historical

Monthly department reports document the county's activities.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26174
TITLE: Monthly department reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 1797 3
TITLE: Ordinances and resolutions
DATES: 1896-
ARRANGEMENT: Generally chronological by date of passage or adoption.
ANNUAL ACCUMULATION: 0.40 cubic feet.
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)).

RETENTION:

Retain administrative need, transfer to Archives.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

M-Disk: Retain in State Archives permanently with authority to weed.

AGENCY: Tooele County (Utah). County Commission

SERIES: 1797
TITLE: Ordinances and resolutions

(continued)

APPRAISAL:

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

This disposition is based on both the evidential and informational value of these records. Ordinances have primary legal and administrative values to the county to document the laws regulating its operations. They also have secondary informational value to researchers examining the formulation of laws and decisions by the county commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 5114 3
TITLE: Outgoing correspondence
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the outgoing correspondence of the Tooele Board of County Commissioners. They include letters of appreciation, explanation, and policy matters. Most letters signed by the county commission originate from individual county offices These files include copies of letters and any attachments sent with the original letter.

RETENTION:

Retain 4 years then transfer to the State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 7.

AGENCY: Tooele County (Utah). County Commission

SERIES: 5114
TITLE: Outgoing correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 25225 3
TITLE: Publications
DATES: 1984-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Tooele County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "West Tooele Valley Flood Study" (1985) and "Tooele County Master Flood Plan" (1984).

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 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:

Administrative Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 22.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Tooele County (Utah). County Commission

SERIES: 25225
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 26399 3
TITLE: Relief Committee time books
DATES: 1933-1934.
ARRANGEMENT: None.
ANNUAL ACCUMULATION:
DESCRIPTION:

These Tooele County Relief Committee time books document hours worked by the specific laborers and teams the county employed. The time books contain separate pages for each week that include columns listing names of workers, hours worked for each day, total time, daily wage, and amount due each worker. It is unclear exactly what work the county was commissioning through the relief committee, however during the depression and before Utah county commissions were responsible to provide for the care, relief and maintenance of all indigent sick and dependent poor who lived within the county (Revised Statutes of Utah annotated, 1933 19-5-55).

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

These time books help document the work projects in Tooele County during the Great Depression.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26399
TITLE: Relief Committee time books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 26441 3
TITLE: Tooele County relief files
DATES: 1932-1935.
ARRANGEMENT: Alphabetically by document types
ANNUAL ACCUMULATION:
DESCRIPTION:

These files include various documents that relate to Utah Emergency Relief Administration activities in Tooele County. These include lists of recipients, family 'face sheets' (census type information), information about projects, disbursement orders, and correspondence.

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

These documents have outlived their fiscal or administrative usefulness, but may still be useful in understanding the economy in Tooele County during the depression.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26441
TITLE: Tooele County relief files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tooele County (Utah). County Commission

SERIES: 26154 3
TITLE: Tooele Valley Airport master plan
DATES: 1986.
ARRANGEMENT: None.
TOTAL VOLUME: 0.25 cubic feet.
DESCRIPTION:

The Tooele County Commission began exploring the feasibility of an airport in Tooele Valley in 1978. To this end the county worked with Rocky Mountain Associates Environmental Science and Engineering, Inc. to develop a master plan for the airport. This master plan was submitted to the county in 1986. It explains project goals and objectives, and provides an analysis of existing conditions, socioeconomic characteristics, aviation demand forecasts, economic feasibility, development alternatives, and an extensive environmental study. The master plan includes numerous tables and maps of the proposed airport.

RETENTION:

Retain until administrataive need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This master plan helps document Tooele County Commission plans.

AGENCY: Tooele County (Utah). County Commission

SERIES: 26154
TITLE: Tooele Valley Airport master plan

(continued)

PRIMARY CLASSIFICATION:
Public