

Retention and Classification Report

Agency: Washington County (Utah). County Commission (1540)

Administration Building
197 East Tabernacle
St. George, UT 84770
435-637-5700

Records Officer

26716	Delinquent property tax settlement files
84226	Minutes
24570	*Minutes indexes
13752	Ordinances
25145	Publications
24573	Resolutions

AGENCY: Washington County (Utah). County Commission

SERIES: 26716

3

TITLE: Delinquent property tax settlement files

DATES: 1991-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain tax deferral agreements and payment schedules which the county sets up for property owners who are behind on their taxes by five years or more. Records in the file may include the application (PT-33), agreement of lien holder (PT-33A), proposed payment plans and backup information, notice of tax deferral, copies of commission minutes, and correspondence.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

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 until delinquent taxes are paid and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 2.

AGENCY: Washington County (Utah). County Commission

SERIES: 26716

TITLE: Delinquent property tax settlement files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Washington County (Utah). County Commission

SERIES: 84226

4

TITLE: Minutes

DATES: 1856-

ARRANGEMENT: Chronological by date of meeting.

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:

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: For records beginning in 1907 and continuing to the present. Retain in County Archives permanently after being microfilmed.

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: Washington County (Utah). County Commission

SERIES: 84226

TITLE: Minutes

(continued)

Paper: For records beginning in 1856 through 1887. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

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: Washington County (Utah). County Commission

SERIES: 24570

4

TITLE: Minutes indexes

DATES: 1937-1938; 1977-2000.

ARRANGEMENT: Alphabetical by subject or name, thereunder chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

The index to Washington County commission minutes identifies both individuals and subjects discussed at commission meetings. As designed in 1937, the index is in graph form. The first column lists 'name or nature,' meaning individual's name or subject. The second column provides the date. Thereafter the graph is divided into a series of separate columns headed with labels such as: redemption, roads, poor fund, appointments and resignations, appropriations, ordinances, resolutions and petitions, etc. The book and page number is then entered in the appropriate subject column. A clerk kept this index for only two years, then forty years later commenced once more to make entries in the index book. At first he/she made entries in appropriate subject columns, but thereafter disregarded them, making all book and page entries in the miscellaneous column. The second book has only three columns: name or subject, date, book and page number.

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:

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Microfilm master: Retain in State Archives permanently.

AGENCY: Washington County (Utah). County Commission

SERIES: 24570

TITLE: Minutes indexes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

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

This index provides reference topics discussed at Washington County commission meetings. The commission has administrative authority at the county level.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Commission

SERIES: 13752

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Numerical by ordinance number

TOTAL VOLUME:

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 effect 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)). From 1896-1999, ordinances and resolutions were filed together. In 2000, they were separated into different volumes.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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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 with authority to weed.

APPRAISAL:

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

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

AGENCY: Washington County (Utah). County Commission

SERIES: 13752

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Commission

SERIES: 25145

3

TITLE: Publications

DATES: 1973-

ARRANGEMENT: Chronological by year.

TOTAL VOLUME:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Washington County and made available to the public. Holdings: Flood Plain Information Virgin River, April 1973.

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.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Commission

SERIES: 24573

3

TITLE: Resolutions

DATES: 2000-

ARRANGEMENT: Numerical by resolution number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). Between 1896 and 1999, resolutions were filed with ordinances (Series 13751). They were separated in 2000.

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:

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

AGENCY: Washington County (Utah). County Commission

SERIES: 24573

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 35.

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

PRIMARY CLASSIFICATION:

Public