

# Retention and Classification Report

**Agency:** Tooele County (Utah). County Assessor (1834)

Tooele County Courthouse  
47 South Main  
Tooele, UT 84074

## Records Officer

05522 Annual personal property listing report  
05520 Daily personal property transaction report  
05521 Monthly personal property report  
26442 \*Sheep herder's receipts  
26400 \*Tax statements  
26452 \*Taxpayer's statements

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 5522

3

**TITLE:** Annual personal property listing report

**DATES:** 1985-

**ARRANGEMENT:** Chronological, thereunder numerical by receipt code

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is an annual computer report on personal property tax collections. It is used for reference and audit purposes. At the end of the year the monthly reports (series 5521) are compiled into the annual report. It includes date, receipt code, transaction type, amount taxable, total applied interest adjustment amount, net tax, transaction amount, balance due, district number, and a summary by taxing district.

**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 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the primary administrative and fiscal needs of the agency. It is maintained for the basic 3 year state audit period.

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 5520

3

**TITLE:** Daily personal property transaction report

**DATES:** 1985-

**ARRANGEMENT:** Chronological, thereunder numerical by receipt code

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This is a daily computer report on personal property tax collections. It is used for reference purposes and for verification. At the end of each month the daily reports are compiled into a monthly report (series 0552). The report includes date, receipt code, transaction type, amount taxable, total applied interest adjustment amount, net tax, transaction amount, balance due, district number, and a summary by taxing district.

**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 and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the record's primary value to the agency. The daily report has no value after the monthly reports have been verified.

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 5521

3

**TITLE:** Monthly personal property report

**DATES:** 1985-

**ARRANGEMENT:** Chronological, thereunder numerical by receipt code

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a monthly computer report generated from the daily report (series 05520) on personal property tax collections. It is used for reference purposes and for verification. These monthly reports are compiled at the end of the year into an annual report. The monthly report includes date, receipt code, transaction type, amount taxable, total applied interest adjustment amount, net tax, transaction amount, balance due, district number, and a summary by taxing district.

**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 18 months and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the records primary administrative value to the agency. It has no value after the annual report has been verified.

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 26442

1

**TITLE:** Sheep herder's receipts

**DATES:** 1920-1940.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

When out of county owners brought sheep into Tooele County to graze they were assessed a tax. These are carbon copies of receipts or herder's certificates and certificates of assessment. They provide details about the sheep, their owners, and the amount of assessment. They describe brands and marks, assessed value, give the exact number of sheep, and state the dates they were brought into and removed from Tooele County. They provide owners' names and place of residence.

**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 records help document sheep grazing in early twentieth century Tooele County.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 26400

1

**TITLE:** Tax statements

**DATES:** i 1917.

**ARRANGEMENT:** None or undetermined

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These folders of tax payers' notices are early statements which identify each land owner's name and address, acreage and kind of real estate such as grazing, dry land, roadway, mountain, orchard, etc., shares of water, and location.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele County (Utah). County Assessor

**SERIES:** 26452

1

**TITLE:** Taxpayer's statements

**DATES:** 1895-1897.

**ARRANGEMENT:** Chronological by year and thereunder alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

Based on section 2023 . 16, Laws of 1890, every taxpayer was required to provide to the assessor a written statement of all taxable property he owned. These statements were filled out on printed forms. Information included both real estate and personal property including livestock, money, machinery, and other valuables. All surviving statements are for Grantsville.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

These statements identify the wealth of specific individuals in Grantsville and the location of their real estate.

**PRIMARY CLASSIFICATION:**

Public