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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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