

Retention and Classification Report

Agency: Garfield County (Utah). County Treasurer (2264)

PO Box 77
Panguitch, UT 84759
435-676-1109

Records Officer

09933 Tax assessment rolls
20310 Tax assessment rolls indexes

AGENCY: Garfield County (Utah). County Treasurer

SERIES: 9933

3

TITLE: Tax assessment rolls

DATES: 1881-1886; 1891; 1894-

ARRANGEMENT: Chronological, thereunder numerical by parcel number

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with an affidavit (UCA 59-2-326 (1995)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Garfield County (Utah). County Treasurer

SERIES: 9933

TITLE: Tax assessment rolls

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 9.

Tax assessment rolls are historically valuable because they identify all property owners within a county.

PRIMARY CLASSIFICATION:

Public

AGENCY: Garfield County (Utah). County Treasurer

SERIES: 20310

3

TITLE: Tax assessment rolls indexes

DATES: 1895-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This index is a listing of all property owners in the county. "Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

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: 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.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 10.

AGENCY: Garfield County (Utah). County Treasurer

SERIES: 20310

TITLE: Tax assessment rolls indexes

(continued)

PRIMARY CLASSIFICATION:

Public