Retention and Classification Report

Agency: Carbon County (Utah). County Clerk (234)

Carbon County Courthouse
120 East Main
Price, UT 84501
435-637-4700

Records Officer

03720	*Account sheets
15310	*Articles of incorporation record books
83869	*Birth registers
14765	Business license applications
06038	Cemetery records index
03695	*Correspondence
83870	*Death registers
03707	*Deeds
03708	*Election records
25119	*Incorporation case files
25121	*Incorporation indexes
23393	Marriage license indexes
23395	Marriage license record books
06341	Marriage licenses
03703	*Officials bond register
28207	Personnel Files
03731	*Warrant registers
03732	Warrants
85306	*Wills

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3720 3
TITLE: Account sheets
DATES: 1940-1947.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

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.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 15310 4
TITLE: Articles of incorporation record books
DATES: 1881-1961.
ARRANGEMENT: Chronological
TOTAL VOLUME: 10.00 reels.
DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Carbon County Clerk by newly organized corporations. The registers were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.
Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the registration of corporations became the sole responsibility of the Secretary of State.

RETENTION:

Retain 0until microfilmed.

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 Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 15310
TITLE: Articles of incorporation record books

(continued)

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

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

APPRAISAL:
Historical

Because of the importance of incorporation information, which documents the organization and existence of companies and their authorization to do business in Utah, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 83869 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year, thereunder by order of report not date of birth.

TOTAL VOLUME:
DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has the date of birth, sex, race, color, parents, residence, the name of the informant, and an assigned number. Also included are anomalous entries for the years 1918 and 1919.

RETENTION:

Retain Archives custody.

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.

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

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

APPRAISAL:

Historical

These are historical records with vital statistics information, they should be kept permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 83869
TITLE: Birth registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765 3
TITLE: Business license applications
DATES: 1960-
ARRANGEMENT: Alphabetical by business name

TOTAL VOLUME:
DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain until microfilmed

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfiche duplicate: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765
TITLE: Business license applications

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 23.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(f)

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6038 3
TITLE: Cemetery records index
DATES:
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

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.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3695 3
TITLE: Correspondence
DATES: 1904-1946.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

Incoming and copies of out-going correspondence with the county clerk's office. Includes correspondence on behalf of the county commission for which the clerk was the secretary.

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

Disposition based on the value of these records in documenting the office's achievements, decisions, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 83870 4
TITLE: Death registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year
TOTAL VOLUME:
DESCRIPTION:

These records contain death registers for the year 1898 to 1905. Each entry has an assigned number, the name of the decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation, last place of residence, causes of death, date of death, and the name of the party making the report.

RETENTION:

Retain Archives custody.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

These are historical records with vital statistics information. They should be kept permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 83870
TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3707 3
TITLE: Deeds

DATES: 1930-1939.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

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.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3708 3
TITLE: Election records
DATES: 1900-1914.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25119 3
TITLE: Incorporation case files
DATES: 1881-1961.
ARRANGEMENT: Numerical by case number.
TOTAL VOLUME:
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Carbon County and serve as evidence of "due incorporation of the corporation [UCA 16-2]."
Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION:

Retain 0

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 or until microfilmed.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25119
TITLE: Incorporation case files

(continued)

APPRAISAL:
Administrative Historical

Because of the importance of incorporation information the county clerk was required by law [UCA sections 3 and 16] to maintain incorporation case files and record books

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25121 3
TITLE: Incorporation indexes
DATES: 1881-1961.
ARRANGEMENT: Chronological with alphabetical entries.
TOTAL VOLUME:
DESCRIPTION:

These indexes provide access by name to companies incorporated in Carbon County. They list the name of the company and the book and page number where the incorporation was recorded.

RETENTION:

Retain 0

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:

Administrative Historical

Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25121
TITLE: Incorporation indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23393 3
TITLE: Marriage license indexes
DATES: 1894-
ARRANGEMENT: Alphabetical
TOTAL VOLUME:
DESCRIPTION:

This series consists of index books that index the names of individuals obtaining marriage licenses in Carbon County.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

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 permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395 3
TITLE: Marriage license record books
DATES: 1894-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain Permanent.

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 after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395
TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341 3
TITLE: Marriage licenses
DATES: i 1894-
ARRANGEMENT: Chronological, thereunder numerical by license number
TOTAL VOLUME:
DESCRIPTION:

This series contains copies of the marriage licenses granted in Carbon County. This information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341
TITLE: Marriage licenses

(continued)

APPRAISAL:
Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3703 3
TITLE: Officials bond register
DATES: 1896-1949.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

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.

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

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

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 29.

Disposition based on the value of these records in documenting payments owed to the county.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3703
TITLE: Officials bond register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207 3
TITLE: Personnel Files
DATES: 1955-
ARRANGEMENT: Chronological by date of employment and thereunder alphabetical
TOTAL VOLUME:
DESCRIPTION:

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain in office 65 years from date of employment or 3 years after retirement or death, whichever is earliest (UCA 49-11-602)

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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 65 years or until it otherwise meets retention or until microfilmed and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years or until it otherwise meets retention or until microfilmed and then delete.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207
TITLE: Personnel Files

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah County General Records Retention Schedule, Schedule 8, Item 20.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3731 3
TITLE: Warrant registers
DATES: 1894-1915.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

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 Records Center for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 28.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732 3
TITLE: Warrants
DATES: 1897-
ARRANGEMENT: Numerical by warrant number
TOTAL VOLUME:
DESCRIPTION:

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (1995)).

RETENTION:

Retain 4 years

DISPOSITION:
Destroy.

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 Records Center for 4 years and then destroy.

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 27.

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732
TITLE: Warrants

(continued)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(f) (2008)

AGENCY: Carbon County (Utah). County Clerk

SERIES: 85306 4
TITLE: Wills

DATES: i 1906-1966.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

A legal instrument which divides a person's possessions and assets among hit/her beneficiaries. Wills are administered by probate courts if the need arises and give information concerning the executor of the estate, as well as the signatures of witnesses and attorneys involved. A will may be divided into several sections and cover a variety of topics that concern the estate.

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.

Microfilm master: For records beginning in 1906 through 1966. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1906 through 1966. Retain in State Archives permanently.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the property of individuals and how their estate was divided. These records are valuable to genealogists as well as descendants.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 85306
TITLE: Wills

(continued)

PRIMARY CLASSIFICATION:
Public