

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

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15310 *Articles of incorporation record books
83869 *Birth registers
14765 Business license applications
06038 Cemetery records index
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AGENCY: Carbon County (Utah). County Clerk

SERIES: 3720

3

TITLE: Account sheets

DATES: 1940-1947.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: Carbon County (Utah). County Clerk

SERIES: 15310

TITLE: Articles of incorporation record books

(continued)

APPRAISAL:

These records have historical value(s).

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 DESIGNATION:

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.

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).
These are historical records with vital statistics information, they should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

3

TITLE: Business license applications

DATES: 1960-

ARRANGEMENT: Alphabetical by business name

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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-266.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

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.

APPRAISAL:

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

TITLE: Business license applications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6038

3

TITLE: Cemetery records index

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 83870

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).
These are historical records with vital statistics information.
They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3707

3

TITLE: Deeds

DATES: 1930-1939.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25119

3

TITLE: Incorporation case files

DATES: 1881-1961.

ARRANGEMENT: Numerical by case number.

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently or until microfilmed.

APPRAISAL:

These records have administrative, and/or historical value(s). 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

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25119

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 25121

3

TITLE: Incorporation indexes

DATES: 1881-1961.

ARRANGEMENT: Chronological with alphabetical entries.

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). 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).

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23393

3

TITLE: Marriage license indexes

DATES: 1894-

ARRANGEMENT: Alphabetical

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395

3

TITLE: Marriage license record books

DATES: 1894-

ARRANGEMENT: Chronological

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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341

3

TITLE: Marriage licenses

DATES: i 1894-

ARRANGEMENT: Chronological, thereunder numerical by license number

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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have legal value(s).

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341

TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3703

3

TITLE: Officials bond register

DATES: 1896-1949.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the 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)).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

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:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207

3

TITLE: Personnel Files

DATES: 1955-

ARRANGEMENT: Chronological by date of employment and thereunder alphabetical
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 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2004

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have administrative value(s).

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3731

3

TITLE: Warrant registers

DATES: 1894-1915.

ARRANGEMENT: Alphanumerical

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732

3

TITLE: Warrants

DATES: 1897-

ARRANGEMENT: Numerical by warrant number

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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:

These records have historical value(s).
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.

PRIMARY DESIGNATION:

Public