

Retention and Classification Report

Agency: Carbon County (Utah). County Treasurer (238)

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

Records Officer

03724 Cashbooks
06342 *Certificate of sale
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AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3724

3

TITLE: Cashbooks

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

AUTHORIZED: 01/20/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 6342

3

TITLE: Certificate of sale

DATES: 1933.

ARRANGEMENT: Chronological, thereunder numerical by certificate number

DESCRIPTION:

These records certify properties to be sold for delinquent property taxes. They include date, property owner's name, property's legal description, years delinquent, taxes delinquent, and penalties owed, dated, signature of county treasurer, tax sale stub (purchaser, information on book and page sale recorded, taxes and penalties owed).

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3985

3

TITLE: Claims and receipts

DATES: 1897-1931.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3733

3

TITLE: Claims register

DATES: 1897-1931.

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 Treasurer

SERIES: 85263

4

TITLE: Payroll register

DATES: i 1919-1922.

ARRANGEMENT: Chronological by date of pay period, thereunder alphabetical by last name of employee

DESCRIPTION:

Each employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, and other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1919 through 1922.
Retain in State Archives permanently.

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3737

3

TITLE: Road and bridge invoices

DATES: 1920-1921.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records document the procurement of goods and services for the county. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the Accounts payable files or purchase order files.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 26961

3

TITLE: Tax Assessment Index

DATES: 2008-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This index is a listing of all property owners in the county and is used to access the final tax assessment rolls. The index includes the property owner's names and parcel numbers. This index is a listing of all property owners in the county. The index includes the property owner's name and reference number where listed in the tax roll.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 3.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 26961

TITLE: Tax Assessment Index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 83871

4

TITLE: Tax assessment rolls

DATES: i 1898-

ARRANGEMENT: Chronological, thereunder numerical by serial 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 a signed statement" (UCA 59-2-326 (2003)). 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 permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

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

Digital image: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 83871

TITLE: Tax assessment rolls

(continued)

APPRAISAL:

Administrative Historical

Tax assessment rolls identify property owners and taxes due by year. They are important historical records of property values as well as a means of documenting the names of persons who lived in and owned property in the county.

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3709

4

TITLE: Tax sale records

DATES: i 1898-1900; 1923-1979; 1997-

ARRANGEMENT: Numerical according to book number, thereunder alphabetical by section.

DESCRIPTION:

This is the record of property sold for delinquent taxes by the county treasurer's office. Information includes name of person to who property was assessed; legal description of property; date of sale; volume and page where property was entered in the assessment roll; amounts of taxes and penalty attached; total amount due; amount due; name of person to whom property was sold; and date of redemption and name of redeemer, if redeemed, and redemption certificate number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

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.

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3709

TITLE: Tax sale records

(continued)

APPRAISAL:

Historical

These records document property ownership and are essential in protecting individuals rights.

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3714

3

TITLE: Tax sale records index

DATES: Unknown.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are records required to be prepared by county treasurers as the "official record of delinquent taxes in the same order as property appears in the assessment rolls" (UCA 59-2-1338(1) (2003)). They are required to include the name of the person to whom property is assessed; description of the delinquent parcel, and a reference to the parcel, serial, or account number under which the property was listed in the assessment roll; the amount of delinquent taxes, penalties, and administrative costs; and the date of redemption and by whom the property is redeemed (UCA 59-2-1338 (2003)). The record shall provide space for "entering delinquent taxes assessed years against each parcel which remains unredeemed" (UCA 49-2-1338(2) (2003)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 14.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This index provides access to the Carbon County tax sale records.

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3718

3

TITLE: Tax sale redemption registers

DATES: 1910-1928; 1941.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are duplicates of certificates issued for money received in payment of delinquent real property taxes. "The county treasurer shall make the proper entry in the record of tax sales filed in the treasurer's office and issue a certificate of redemption" (UCA 59-2-1348 (2003)). Each includes account number, date issued, and serial number. Sometimes the certificate also provides owner's name, location, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total tax due including penalty and interest, date sold, to whom, and amount paid to redeem and date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 5.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Treasurer

SERIES: 3721

3

TITLE: Warrant registers

DATES: 1894-1934.

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:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public