

# Retention and Classification Report

**Agency:** Box Elder County (Utah). County Sheriff (2533)

52 South 1000 West  
PO Box 888  
Brigham City, UT 84302  
435-734-3818

**Records Officer:** Marla Young

13156 Civil fee receipts  
13157 Civil service cards

**AGENCY:** Box Elder County (Utah). County Sheriff

**SERIES:** 13156

3

**TITLE:** Civil fee receipts

**DATES:** undated

**ARRANGEMENT:** none

**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 Office until microfilmed and then transfer to State Archives 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.

**AGENCY:** Box Elder County (Utah). County Sheriff

**SERIES:** 13157

3

**TITLE:** Civil service cards

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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