Retention and Classification Report

Agency: Cache County (Utah). Executive Council (2619)

, UT

Records Officer

83779 Minutes

AGENCY: Cache County (Utah). Executive Council

SERIES: 83779 4
TITLE: Minutes
DATES: 1857-
ARRANGEMENT: Chronological by meeting date
DESCRIPTION:

Minute books of the governing body of the county, includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads. public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; convassing election returns and appointing certain officials; and incorporating municipalities. Entries are prefaced by date, names of those present, and where and when they met.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

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

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

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(continued)

PRIMARY DESIGNATION:
Public