

Retention and Classification Report

Agency: Grand County (Utah). Council (2633)
125 East Center
Moab, UT 84532
435-259-1346

Records Officer

26054 Council minutes indexes
83883 Minutes
26053 Ordinances

AGENCY: Grand County (Utah). Council

SERIES: 26054

3

TITLE: Council minutes indexes

DATES: 1954-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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 Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Grand County (Utah). Council

SERIES: 26054

TITLE: Council minutes indexes

(continued)

APPRAISAL:

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

This series has permanent administrative value as an aid to locating information in the minutes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Grand County (Utah). Council

SERIES: 83883

TITLE: Minutes

DATES: 1890-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minute books record the actions of the governing body of the county. The council (until 1993, the county commission, or in the territorial period, the county court) was authorized to manage all county business and property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials (e.g. board of teacher examiners, quarantine physician, game commissioner, bee inspector, fruit tree inspector, sheep inspector) and set the salaries of each. The court located sites and oversaw the

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RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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AGENCY: Grand County (Utah). Council

SERIES: 83883

TITLE: Minutes

(continued)

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.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Grand County (Utah). Council

SERIES: 26053

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Chronological, thereunder by ordinance number

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

FORMAT MANAGEMENT:

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AGENCY: Grand County (Utah). Council

SERIES: 26053

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 31.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public