Retention and Classification Report

Agency: Garfield County (Utah). County Commission (2689)

55 South Main Street
P.O. Box 77
Panguitch, UT 84759

Records Officer

09932 Minutes
24315 *Ordinances

AGENCY: Garfield County (Utah). County Commission

SERIES: 9932 4
TITLE: Minutes
DATES: 1882-
ARRANGEMENT: Chronological by date of meeting.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Minute books of the county commission as it managed all county business and county property. Note activities such as: auditing claims, authorizing salaries, purchasing of supplies and services, levy of property taxes, serving as a board of equalization, creating election precincts, road districts, and school districts, appointing superintendents and other officials (e.g. water superintendents, fish and game wardens, fruit tree inspectors, quarantine physician), setting their salaries, locating sites for and overseeing the erection of public buildings, issuing business licenses, particularly liquor licenses, and providing for the maintenance of the indigent and incapacitated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: 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,

AGENCY: Garfield County (Utah). County Commission

SERIES: 9932
TITLE: Minutes

(continued)

employees, voting, licensing, taxing, zoning, etc.)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Commission

SERIES: 24315 3
TITLE: Ordinances
DATES: 1889-1913.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 08/13/2008

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APPRAISAL:

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

AGENCY: Garfield County (Utah). County Commission

SERIES: 24315
TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:
Public