Retention and Classification Report

Agency: Sanpete County (Utah). County Assessor (2706)

160 North Main
Manti, UT 84642

Records Officer

20845 Appraisal cards

AGENCY: Sanpete County (Utah). County Assessor

SERIES: 20845 3
TITLE: Appraisal cards
DATES: 1940-
ARRANGEMENT: Numerical by serial number
DESCRIPTION:

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

RETENTION:

Retain until microfilmed

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Sanpete County (Utah). County Assessor

SERIES: 20845
TITLE: Appraisal cards

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 11, Item 1.

PRIMARY CLASSIFICATION:
Public