Retention and Classification Report

Agency: Morgan County (Utah). County Assessor (2707)

P.O. Box 680
Morgan, UT 84050

Records Officer

17609	Appraisal cards
20224	Valuation worksheets

AGENCY: Morgan County (Utah). County Assessor

SERIES: 17609 3
TITLE: Appraisal cards
DATES: 1900-
ARRANGEMENT: Numerical by parcel 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 transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Morgan County (Utah). County Assessor

SERIES: 17609
TITLE: Appraisal cards

(continued)

APPRAISAL:

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

Disposition based on the value of appraisal cards for historic research of property ownership and values and establishing the property values.

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan County (Utah). County Assessor

SERIES: 20224 1
TITLE: Valuation worksheets
DATES: 1993-
ARRANGEMENT: Numerical by serial number
DESCRIPTION:

RETENTION:

Retain 10 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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 for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

PRIMARY CLASSIFICATION:
Public