

Retention and Classification Report

Agency: Beaver County (Utah). County Assessor (3126)

P.O. Box 352
Beaver, UT 847133
435-438-6481

Records Officer

24065 *Letterpress book

AGENCY: Beaver County (Utah). County Assessor

SERIES: 24065

3

TITLE: Letterpress book

DATES: ca. 1880-1894.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This letterpress book was used to maintain an office copy of outgoing correspondence of the county assessor and collector. Letters concern the purchase of various supplies and the assessment and collection of property taxes.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

AUTHORIZED: 01-17-2018

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the historical value of this volume in documenting the operations of the county assessor. These letters represent the the oldest letters of Beaver County.

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(continued)

PRIMARY DESIGNATION:

Public