

# 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:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 06/18/2013

**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:**

Historical

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