

# Retention and Classification Report

**Agency:** State Board of Equalization (354)

, UT

## **Records Officer**

02328 \*Apportionment notices  
02334 \*Biennial reports  
02438 \*Circular letters  
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04897 \*Denver and Rio Grande railroad plat maps  
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02447 \*Public utility apportioned assessments books  
14722 \*Scrapbooks

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2328

3

**TITLE:** Apportionment notices

**DATES:** 1911-1913.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2334

3

**TITLE:** Biennial reports

**DATES:** 1890-1930.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Biennial reports document agency history and functions.  
Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2438

3

**TITLE:** Circular letters

**DATES:** 1892-1903.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2441

3

**TITLE:** County property tax assessment rolls

**DATES:** 1893-1898.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 4897

3

**TITLE:** Denver and Rio Grande railroad plat maps

**DATES:** 1890-1899.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains Denver and Rio Grande Railroad plat maps pertaining to railroad yards, Marysvale Branch, Sevier Valley Branch (Thistle to Manti), Morrison Branch, Park City Branch, Tintic Branch, Castle Valley Branch, Provo Canyon Branch, and Sunnyside Branch.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Maps document community history.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2437

3

**TITLE:** Letterbooks

**DATES:** 1892-1913.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2439

4

**TITLE:** Mine net proceeds returns

**DATES:** 1900-1918.

**ARRANGEMENT:**

**DESCRIPTION:**

These net proceed statements identify mine owners and the location of each mine and indicate gross yield of the mine(s) minus certain permissible deductions. Correspondence may be attached. The notarized returns were submitted by mine owners, as required by law, to the Board of Equalization as the basis of tax assessment by the Board.

The location of net proceeds returns dated 1900 through 1909 are unknown.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical information provided on mining in Utah, as well as on the functions of the Board of Equalization.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Equalization and Assessment

**SERIES:** 12983

3

**TITLE:** Mine occupation tax book

**DATES:** 1918.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This volume is entitled "Certified copy of tax book of the occupation and business of mining for the year 1918." The book records the name and address of the mining company and the name, number, and acreage of each of its claims.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records document the history of mining in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2429

3

**TITLE:** Minute books

**DATES:** 1892-1930.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Minutes document agency history and functions. Minutes have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2447

3

**TITLE:** Public utility apportioned assessments books

**DATES:** 1898-1911.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

For each railroad or other utility company, shows how taxes were apportioned to each county.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records in this series document the actions of the board.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 14722

3

**TITLE:** Scrapbooks

**DATES:** 1910-1914.

**ARRANGEMENT:** Roughly chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has historical value as documentation of information gathered by Board of Equalization relating to issues over which they had jurisdiction.

**PRIMARY DESIGNATION:**

Public