

# Retention and Classification Report

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

, UT

## Records Officer

02328 \*Apportionment notices  
02334 \*Biennial reports  
02438 \*Circular letters  
02441 \*County property tax assessment rolls  
04897 \*Denver and Rio Grande railroad plat maps  
02437 \*Letterbooks  
02439 \*Mine net proceeds returns  
12983 \*Mine occupation tax book  
02429 \*Minute books  
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:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Biennial reports document agency history and functions. Publications have ongoing research value.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2334

**TITLE:** Biennial reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2438

3

**TITLE:** Circular letters

**DATES:** 1892-1903.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/2006.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 3, Item 1.

Maps document community history.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2437

3

**TITLE:** Letterbooks

**DATES:** 1892-1913.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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:**

Retain Until Microfilmed.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2439

**TITLE:** Mine net proceeds returns

(continued)

**APPRAISAL:**

Historical

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 CLASSIFICATION:**

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.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records document the history of mining in Utah.

**PRIMARY CLASSIFICATION:**

Public

**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:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**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 State Archives permanently with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 2429

**TITLE:** Minute books

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

Minutes document agency history and functions. Minutes have ongoing research value.

**PRIMARY CLASSIFICATION:**

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:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Records in this series document the actions of the board.

**PRIMARY CLASSIFICATION:**

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:**

Retain 0.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

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

**AGENCY:** Board of Equalization and Assessment

**SERIES:** 14722

**TITLE:** Scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public