

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.

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:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/27/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
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:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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: 07/20/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
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:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

Retain Until Microfilmed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

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.

AGENCY: Board of Equalization and Assessment

SERIES: 2439

TITLE: Mine net proceeds returns

(continued)

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:

Historical

These records document the history of mining in Utah.

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/27/2010

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:

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

AGENCY: Board of Equalization and Assessment

SERIES: 2429

TITLE: Minute books

(continued)

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:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
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:

Retain 0.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/05/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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