

Retention and Classification Report

Agency: Juab County (Utah). County Clerk (557)

Juab County Courthouse
160 North Main
Nephi, UT 84648

Records Officer

06180	Articles of incorporation alphabetical index
80330	Audit reports
84175	*Birth registers
80331	*Circuit court dockets
84176	*Death registers
03751	Election registers
13127	Fire department minutes
17778	Incorporation assumed name index
17779	Incorporation document index
23483	*Marriage certificate record books
84140	Marriage license applications
84137	Marriage license record books

AGENCY: Juab County (Utah). County Clerk

SERIES: 6180

4

TITLE: Articles of incorporation alphabetical index

DATES: 1917-1961

ARRANGEMENT: Alphabetical by company name.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Juab County and was created by the Juab County Clerk to facilitate access to the Articles of Incorporation Records Books. The series provides the number assigned to the company, the name of the corporation, and the book and page where the Articles of Incorporation are recorded.

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 Office permanently after being microfilmed.

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

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

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Juab County (Utah). County Clerk

SERIES: 6180

TITLE: Articles of incorporation alphabetical index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 80330

3

TITLE: Audit reports

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Juab County (Utah). County Clerk

SERIES: 80330

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 4.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 84175

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of birth.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, sex, race, color, parents' names, residence, name of informant, and an assigned number.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These are historical records with vital statistics information. They should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 80331

3

TITLE: Circuit court dockets

DATES: 1978-1997.

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are dockets for circuit cases.

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:

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APPRAISAL:

Historical

These circuit court dockets are being retained permanently as a representative sample.

AGENCY: Juab County (Utah). County Clerk

SERIES: 80331

TITLE: Circuit court dockets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 84176

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of death.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has the decedent's name, occupation, age, marital status, sex, race, color, residence, term of residence, date of death, cause of death, informant making report, and assigned number.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

These are historical records with vital statistics information. They should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 3751

1

TITLE: Election registers

DATES: 1926-1943

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Juab County (Utah). County Clerk

SERIES: 13127

3

TITLE: Fire department minutes

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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AGENCY: Juab County (Utah). County Clerk

SERIES: 17778

4

TITLE: Incorporation assumed name index

DATES: 1917-1961

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This is an index of companies using assumed names incorporated to do business in Juab County and was created by the Juab County Clerk to facilitate access to the Articles of Incorporation Record Books. The series provides the name of the corporation and the name of the corporation owner.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Juab County (Utah). County Clerk

SERIES: 17778

TITLE: Incorporation assumed name index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 17779

4

TITLE: Incorporation document index

DATES: 1917-1961

ARRANGEMENT: Numerical

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This is an index of incorporation related documents filed with the Juab County Clerk. The series provides the name of corporation, the number assigned, and the list of documents pertaining to each business. The documents referenced include Articles of Incorporation, incorporation bonds, amendments to the Articles of Incorporation, notices, oaths of office, clerk's certificates, and annual reports.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Juab County (Utah). County Clerk

SERIES: 17779

TITLE: Incorporation document index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 23483

4

TITLE: Marriage certificate record books

DATES: 1887-1895.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This record book contains transcribed copies of marriage certificates as filed by the Clerk. The records certify that the marriage did occur, the date of the marriage, the parties and their residences, the name of the officiator, and the names of the witnesses.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

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.

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Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

This disposition is based on the value of these records in documenting marriages in Juab County.

AGENCY: Juab County (Utah). County Clerk

SERIES: 23483

TITLE: Marriage certificate record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Juab County (Utah). County Clerk

SERIES: 84140

4

TITLE: Marriage license applications

DATES: 1911-

ARRANGEMENT: Chronological, thereunder numerical by application number

TOTAL VOLUME:

DESCRIPTION:

The county clerk registers each couple through and application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

AGENCY: Juab County (Utah). County Clerk

SERIES: 84137

4

TITLE: Marriage license record books

DATES: 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Juab County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

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.

Microfilm master: Retain in State Records Center permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

AGENCY: Juab County (Utah). County Clerk

SERIES: 84137

TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:

Public