Retention and Classification Report

Agency: Morgan County (Utah). County Clerk (660)

Morgan County Courthouse
48 West Young Street, P.O. Box 886
Morgan, UT 84050
829-6811

Records Officer

83806	*Birth registers
19013	Commission meetings tape recordings
83805	Marriage licenses
19249	Planning Commission meetings tape recordings

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83806 3
TITLE: Birth registers
DATES: i 1897-1905.
ARRANGEMENT:
DESCRIPTION:

These records contain birth registers and death registers recorded in the same volume during the years 1897 through 1905. For births, each entry has the father's age and birthplace, mother's age and birthplace, residence, assigned number, child's name, date of birth, sex, legitimacy, race, color, and parent's names. For deaths, each entry has the decedent's name, date of death, occupation, age, marital status, sex, race, color, residence, term of residence, cause of death, informant making the report, and assigned number.

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 Archives permanently with authority to weed.

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

Paper: Retain in Office permanently.

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83806
TITLE: Birth registers

(continued)

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 4.

These are historical records with vital statistics information. They should remain permanent.

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19013 3
TITLE: Commission meetings tape recordings
DATES: 1997-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy provided resolution of any litigation

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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.

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase provided resolution of any litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19013
TITLE: Commission meetings tape recordings

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83805 4
TITLE: Marriage licenses
DATES: 1869-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and goom; date and number of license; date of marriae; 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 Archives permanently with authority to weed.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19249 3
TITLE: Planning Commission meetings tape recordings
DATES: 1993-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the actual tape recordings of regular and special planning commission meetings. They are used to document planning commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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.

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase provided resolution of any litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the county.

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19249
TITLE: Planning Commission meetings tape recordings

(continued)

PRIMARY CLASSIFICATION:
Public