

Retention and Classification Report

Agency: Ogden (Utah). City Treasurer (733)
2380 Washington Blvd., Suite 350
Ogden, UT 84401

Records Officer

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AGENCY: Ogden (Utah). City Treasurer

SERIES: 84451

3

TITLE: Building rental agreements

DATES: 1970-

ARRANGEMENT: none

DESCRIPTION:

These are agreements between citizens to the use of public schools for community activities during non-school hours.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1985.

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 for 5 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 4440

TITLE: Cash book

DATES: 1866-1924.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

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 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 Office permanently.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5083

3

TITLE: Claims

DATES: 1873-1879.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Contains 19th century claims from the Ogden Treasurer.

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

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5728

3

TITLE: Letterbooks and Correspondence

DATES: 1912-1924.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Letter books containing copies of correspondence from the city treasurer. Known holdings: (1) 27 January 1912 to 10 January 1915, (2) 18 February 1920 to 19 January 1922, (3) 18 January 1922 to 5 October 1923, (4) 6 October 1923 to 15 November 1924.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17157

3

TITLE: Paving district special assessment book

DATES: 1899-1904.

ARRANGEMENT: Alphabetical by name of property owner.

DESCRIPTION:

One volume was accessioned by the archives: "Special Assessment for the Construction of Paving District No. 3" (1899-1904).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5775

3

TITLE: Receipt books

DATES: 1922-1956

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5707

3

TITLE: Receipts and disbursement records

DATES: 1875-1881.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Three volumes located, two have A or B on the inside, but marked Band C on the spine. Third is D. Contain record of receipts and disbursements.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 11962

3

TITLE: Script ledger

DATES: 1906-1909.

ARRANGEMENT: Numerical by script.

DESCRIPTION:

Ledger for various series of script, perhaps for special improvements: one is labeled curb and gutter. Shows number, value in script and cash, name, redemption date if any, and total (script+cash).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 9877

3

TITLE: Sewer district assessment rolls

DATES: 1893-1918.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

In these three volumes were recorded special assessments for the construction of sewer districts in Ogden. Entries in the first (1893-1902) and second volume (1900-1909) are arranged alphabetically by the first letter of the taxpayer's surname. The third volume, identified as "Roll E" on an inside page, records information about sewer district no. 10. This volume spans the period from 1906-1918.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17155

3

TITLE: Sewer district maps

DATES: 1904.

ARRANGEMENT: Numerical by sewer district number.

DESCRIPTION:

One volume was accessioned by the archives. This single volume is for sewer district number 9 (1904).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

The maps provides a historical snapshot of sewer districts in Weber County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5773

3

TITLE: Special assessment register

DATES: 1890-1892.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17159

3

TITLE: Special assessments journals

DATES: 1929-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

One volume accessioned by the archives, 1929-1962.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

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

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 4.

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17164

3

TITLE: Special fund cash books

DATES: 1904-1928.

ARRANGEMENT: None

DESCRIPTION:

Seven volumes (A-G) are in archives custody: Volume A (1904-1908), volume B (1908-1910), volume C (1911-1914), volume D (1915-1919), volume E (1919-1921), volume F (1922-1924), and volume G (1925-1928).

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

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5730

3

TITLE: Special improvement property tax lists

DATES: 1904-1922.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Lists of tax levied for special districts. The box is labelled 7
July 1904 to 3 December 1907 and 21 December 1921 to 26 December
1922.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 11961

3

TITLE: Special improvements journal

DATES: 1925-1929.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Financial, double-entry journal recording daily expenses and monthly earnings from bond funds for cemetery care, sanitary sewers, storm sewers, bridges, street paving, etc.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17163

3

TITLE: Special tax assessment rolls

DATES: 1905-1928.

ARRANGEMENT: None.

DESCRIPTION:

Special assessment rolls (D, F through O) with two indexes are in the custody of the archives.

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

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5700

3

TITLE: Special tax ledgers

DATES: 1914-1926.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Financial ledgers showing amounts credited and disbursed for paving districts, sidewalks, sewers, etc. Known holdings include: Volume F, 1914-15; G, 1916-17; H, 1918-19; I, 1920-21; J, 1922-23, K, 1924-25.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17160

3

TITLE: Special tax sales record book

DATES: 1893-1895.

ARRANGEMENT: None.

DESCRIPTION:

One volume accessioned by the archives: "Record of Special Tax Sales: Sewer and Paving, 1893; Sewer, 1894; Sewer, 1895."

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

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5731

3

TITLE: Special taxes to be refunded list

DATES: 1905

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes correspondence and reports of special taxes to be refunded for Ogden City projects.

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

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 4445

4

TITLE: Tax assessment rolls

DATES: i 1872-1892.

ARRANGEMENT: Numerical by book number, thereunder alphabetical by name.

DESCRIPTION:

These volumes record the assessment of real and personal property. They are used for taxing purposed by which the city assessors assess and collect property taxes within municipal boundaries. Each volume contains information such as: name of person; description of real estate; lot number; block number; letter of plat; value of real estate; value of livestock; value of vehicles; value of merchandise; value of stock with national banks; value of merchandise; value of stock with national banks; value of personal property; total value and amount of tax assessed; amount remitted or abated by Board of Equalization; and amount of payment. In 1892, the County Assessor assumed the responsibility of assessing the taxes for municipal property.

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.

Microfilm duplicate: For records beginning in 1872 through 1889.
Retain in State Archives permanently.

APPRAISAL:

Historical
Early Ogden City tax assessment rolls provide valuable family and social history information about Ogden residents.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 4445

TITLE: Tax assessment rolls

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5669

3

TITLE: Tax receipts

DATES: 1959-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17158

3

TITLE: Tax sale certificates

DATES: 1893-1930.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Description

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

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17161

3

TITLE: Tax sales, deeds, and redemptions record books

DATES: 1891-1940.

ARRANGEMENT: None

DESCRIPTION:

Two volumes have been accessioned. Volume A spans 1891 to 1900 and, after a 14-year gap, resumes in 1915. This is followed by Volume 2, which covers 1916 to 1940.

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: Ogden (Utah). City Treasurer

SERIES: 22924

3

TITLE: Vouchers

DATES: 1963-

ARRANGEMENT: Chronological by date

DESCRIPTION:

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5705

3

TITLE: Warrant register indexes

DATES: 1896-1961.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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 for 7 years and then destroy.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5662

3

TITLE: Warrant registers

DATES: 1893-1937.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

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 for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 26.

PRIMARY CLASSIFICATION:

Public