

Retention and Classification Report

Agency: Piute County (Utah). County Clerk (782)

Piute County Courthouse
550 North Main, P.O. Box 99
Junction, UT 84740

Records Officer

17421 *Articles of incorporation record books
19502 *Birth register
13087 *Bounty certificates
13085 Claims
19503 *Death register
13090 *Fee book
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26555 Marriage License Register
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13089 Warrant registers

AGENCY: Piute County (Utah). County Clerk

SERIES: 17421

4

TITLE: Articles of incorporation record books

DATES: 1891-1961.

ARRANGEMENT: Chronological

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Piute County Clerk by newly organized corporations. The registers were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business. Reel #1 contains Commissioned Notary Publics from December 1903 to April 1948.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Piute County (Utah). County Clerk

SERIES: 17421

TITLE: Articles of incorporation record books

(continued)

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).

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 19502

3

TITLE: Birth register

DATES: 1898.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains birth registers for the year 1898. Each entry includes the name of the child, sex, race, color, date of birth, parents' names, residence, and the name of the party making the report. There are also anomalous lists of births for 1920-1921.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

These are historical records with vital statistics information.

They should remain permanent.

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13087

3

TITLE: Bounty certificates

DATES: 1909-1970.

ARRANGEMENT: none

DESCRIPTION:

These books document the payment of county and state bounties for the killing of various predators. To receive payment hunters completed appropriate forms and filed them with the county clerk. The clerk then issued "a certification under the seal of his office stating the number and kind of skins involved and stating the sum person entitled" (UCA 4-6-8 (1953)). The county clerk was also required to "keep a record in a bounty book of all county certificates issued by him" (UCA 4-6-11 (1953)). In 1975, the law was repealed and the responsibility was given to the Commissioner of Agriculture. OBSOLETE RECORD

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/28/2009

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

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

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

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

APPRAISAL:

Historical

This disposition is based on the record's secondary informational value. These volumes inform policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

AGENCY: Piute County (Utah). County Clerk

SERIES: 13087

TITLE: Bounty certificates

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13085

TITLE: Claims

DATES: 1924-

ARRANGEMENT: none

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

AGENCY: Piute County (Utah). County Clerk

SERIES: 19503

4

TITLE: Death register

DATES: 1898, 1904.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

These records contain death registers recorded during the years 1889 and 1904. Each entry has an assigned number, name of the decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation, residence, cause of death, date of death, and the name of the party making the report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13090

TITLE: Fee book

DATES: 1896-1942.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

AGENCY: Piute County (Utah). County Clerk

SERIES: 13084

3

TITLE: Financial records

DATES: 1936-1937.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

County Department of Public Welfare warrant register showing name, case number, address, amount, and warrant number for warrants issued on various accounts (e.g., Dependent children, Old age, Blind).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

AGENCY: Piute County (Utah). County Clerk

SERIES: 3761

4

TITLE: Incorporation case files

DATES: 1891-1961.

ARRANGEMENT: Alphabetical by name of company, thereunder by date filed

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Piute County and serve as evidence of "due incorporation of the corporation [UCA 16-2]."

Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical Legal

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: Piute County (Utah). County Clerk

SERIES: 3761

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 26555

3

TITLE: Marriage License Register

DATES: 1936-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(1995)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 26.

AUTHORIZED: 05/01/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

Administrative Historical Legal

AGENCY: Piute County (Utah). County Clerk

SERIES: 84047

4

TITLE: Marriage license applications

DATES: 1921-

ARRANGEMENT: Chronological, thereunder numerical by application number

TOTAL VOLUME:

DESCRIPTION:

The county clerk registers each couple through an 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center permanently.

AGENCY: Piute County (Utah). County Clerk

SERIES: 84046

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 19025

3

TITLE: Official election registers

DATES: 1929; 1943; 1948.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These registers document registered voters in Circleville and Junction. They include year, registration date, voter's name, and voting number

RETENTION:

Retain until administrative use ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1998

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

Historical

This disposition is based on the record's secondary historical value in documenting voters in Piute County.

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13088

3

TITLE: Payroll records

DATES: 1961-

ARRANGEMENT: alphanumerical

TOTAL VOLUME:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

AGENCY: Piute County (Utah). County Clerk

SERIES: 13088

TITLE: Payroll records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13089

3

TITLE: Warrant registers

DATES: 1969-

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 28.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL: