

# 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  
13084 \*Financial records  
03761 \*Incorporation case files  
26555 Marriage License Register  
84047 Marriage license applications  
84046 Marriage licenses  
19025 \*Official election registers  
13088 Payroll records  
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.

**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.

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 CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

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

**STATE RECORDS COMMITTEE STATUS:**

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

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

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

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 13087

**TITLE:** Bounty certificates

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 5.

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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 13085

**TITLE:** Claims

**DATES:** 1924-

**ARRANGEMENT:** none

**DESCRIPTION:**

3

**STATE RECORDS COMMITTEE STATUS:**

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**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.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 13090

3

**TITLE:** Fee book

**DATES:** 1896-1942.

**ARRANGEMENT:** none

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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**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).

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**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

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 3761

**TITLE:** Incorporation case files

(continued)

incorporation case files and record books (and likewise their corresponding indexes).

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

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

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 26555

**TITLE:** Marriage License Register

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 26.

**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.

**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:** 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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

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



**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 84046

**TITLE:** Marriage licenses

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1998.

**FORMAT MANAGEMENT:**

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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.

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 19025

**TITLE:** Official election registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Piute County (Utah). County Clerk

**SERIES:** 13088

3

**TITLE:** Payroll records

**DATES:** 1961-

**ARRANGEMENT:** none

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

**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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 28.