

Retention and Classification Report

Agency: Rich County (Utah). County Commission (839)

Rich County Courthouse
21 South Main
Randolph, UT 84064
793-2415

Records Officer

25820 *Franchise book
25804 Minutes
03763 Poll book

AGENCY: Rich County (Utah). County Commission

SERIES: 25820

3

TITLE: Franchise book

DATES: 1905-1953.

ARRANGEMENT: Chronological by date

DESCRIPTION:

This book documents franchises granted by the county commission. The commissioners "must cause to be kept a franchise book containing all franchises granted by the board for that purpose, the length of time and to whom granted, the amount of bond and license tax required or other consideration to be paid" (UCA 17-5-210(4) (1995)).

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.

Paper: Retain in State Archives permanently 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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 21.

AGENCY: Rich County (Utah). County Commission

SERIES: 25820

TITLE: Franchise book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Rich County (Utah). County Commission

SERIES: 25804

3

TITLE: Minutes

DATES: 1864-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Rich County (Utah). County Commission

SERIES: 25804

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 10.

Minutes document the history and functions of agencies. They have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Rich County (Utah). County Commission

SERIES: 3763

3

TITLE: Poll book

DATES: 1940-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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