Retention and Classification Report

Agency: Sanpete County (Utah). County Clerk (856)

Sanpete County Courthouse
150 North Main, P.O. Box 100
Manti, UT 84642

Records Officer

15846		Articles of incorporation alphabetical index
17579		Articles of incorporation record books
26968	*	Birth and death reports.
27574	*	Birth certificates
84106	*	Birth register
22590	*	Bounty records
21878	*	Bull register
20698		Cattle registration record book
15842	*	Death register
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15777		Franchise book
04952	*	Incorporation case files
84104		Marriage license applications
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15844		Miscellaneous index
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AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15846 4
TITLE: Articles of incorporation alphabetical index

DATES: 1871-1875; 1886-1963
ARRANGEMENT: Alphabetical
TOTAL VOLUME: 2.00 reels.
DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Sanpete County and was created by the County Clerk to facilitate access to the Articles of Incorporation Record Books and Incorporation Case Files. The series provides record book, page number, type of document, name of incorporation, and case file number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1989

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 permanently after being microfilmed.

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

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

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).

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15846
TITLE: Articles of incorporation alphabetical index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 17579 4
TITLE: Articles of incorporation record books
DATES: 1871-1875; 1886-1963
ARRANGEMENT: Chronological
TOTAL VOLUME: 2.00 reels.
DESCRIPTION:

This series contains copies of Articles of Incorporation filed with the Sanpete County Clerk by newly organized corporations. The registers were kept as the official copy 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.
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 kept the articles in a separate case file, sent a copy to the Secretary of State for registration, issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series officially ended in 1961 when the registration of companies was transferred to the state government, although a few documents were added to the record books in 1962 and 1963.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 17579
TITLE: Articles of incorporation record books

(continued)

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

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: Sanpete County (Utah). County Clerk

SERIES: 26968 3
TITLE: Birth and death reports.
DATES: 1898-1905.
ARRANGEMENT: By type of report thereunder chronological by date.
TOTAL VOLUME:
DESCRIPTION:

These are the reports of births and deaths which were filed with the county clerk and from which he created the birth and death registers. The information in the reports is the same information which appears in the birth and death registers. For birth records it includes: sex, race, date and place of birth, parents' names and place of residence, and name of informant. For death records it includes: name, residence, sex, race, age, marital status, and occupation of deceased, cause and date of death; and informant's name.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
These reports provide original sources of birth and death registers which may provide additional insight to those entries.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 27574 3
TITLE: Birth certificates
DATES: 1905-1955.
ARRANGEMENT: Alphabetical by district, thereunder chronological by date.
TOTAL VOLUME:
DESCRIPTION:

These are duplicate copies of birth certificates for births occurring in Sanpete County, Utah. The majority of the volumes are from Ephraim with the remaining from Wales. Each certificate contains the name of the county; the name of the precinct or town; the child's full name; sex; multiple birth information; legitimacy; date of birth; parents' names, residence, color (race), age, occupation, and birthplaces; total number of children born to the mother; and number of children still living. Also included is the name and signature of the attending physician.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Administrative Historical
Although these are copies of records kept by the State Bureau of Vital Records, they have historical value for any certificates from this county that may not have survived and as an additional source of birth records.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 27574
TITLE: Birth certificates

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Exempt. Becomes public after 100 years (House Bill 84, 1998; UCA 26-2-22)

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84106 4
TITLE: Birth register
DATES: i 1898-1905.
ARRANGEMENT: Generally chronological by reporting date, thereunder by birth date.
TOTAL VOLUME:
DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has an assigned number, sex, color, race, date of birth, place of birth, father's name, mother's name, parents' residence, attending physician, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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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:

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

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84106
TITLE: Birth register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 22590 3
TITLE: Bounty records
DATES: 1898-1954.
ARRANGEMENT: Chronological
TOTAL VOLUME:
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:

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 5.

AUTHORIZED: 05/28/2009

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 22590
TITLE: Bounty records

(continued)

Microfilm duplicate: Retain in Office permanently.

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 21878 3
TITLE: Bull register
DATES: 1914-1924.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This volume is a register of certificates issued for purebred bulls ranged within the county. By law, only purebred bulls of some "recognized breed of beef cattle" could be ranged on public lands in Utah (see Laws of Utah, 1915, chapter 52). Until amended by the state legislature in 1945 (Laws of Utah 1945, chapter 3), the law required county clerks to register certificates from breeding associations for purebreed bulls ranged within their county. OBSOLETE RECORD

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/28/2011

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 after microfilming.

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

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

APPRAISAL:

Historical Legal
Disposition based on value of record in documenting registration of purebred bulls over a 10 year period. Value is for research purposes.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 21878
TITLE: Bull register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 20698 3
TITLE: Cattle registration record book
DATES: 1915-1928
ARRANGEMENT: chronological
TOTAL VOLUME:
DESCRIPTION:

This volume records certificates issued by the breed association of purebred cattle. It was unlawful to allow cattle to run at large upon the public domain (open range) without having such a certificate recorded in a book provided for that purpose in the county clerk's office in the county in which the cattle were to be ranged.(UCA, 1917 sec. 96). This is the Sanpete County clerk's record book of purebreds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

APPRAISAL:

Historical
This disposition is based on information provided on rural agriculture in early 20th century Utah.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15842 4
TITLE: Death register
DATES: 1898-1905.
ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

TOTAL VOLUME:
DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has the decedent's name, date of death, place of death, term of residence, sex, color, race, age, occupation, cause of death, marital status, birthplace, residence, and name of informant.

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 12.

AUTHORIZED: //

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 until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15842
TITLE: Death register

(continued)

APPRAISAL:

Historical
These are historical records which contain vital statistics information. They should be kept permanently.

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 21882 3
TITLE: Elections register
DATES: 1852-1896.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

List of persons elected to office within the county and the time spans of their office.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/28/2011

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 after microfilming.

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

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

APPRAISAL:

Administrative Historical
Disposition based on value of early election rolls (1852 - 1886) in documenting County elections and results.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15777 3
TITLE: Franchise book
DATES: 1908-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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 17-5-16-(4)(1990)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 21.

AUTHORIZED: 08/23/1995

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 permanently after being 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.

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15777
TITLE: Franchise book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 4952 4
TITLE: Incorporation case files
DATES: 1870-1961.
ARRANGEMENT: Numerical by case file number
TOTAL VOLUME:
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 Sanpete 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 state became solely responsible for registering corporations.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 until processed and then

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 4952
TITLE: Incorporation case files

(continued)

microfilm and destroy provided microfilm has passed inspection.

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

Microfilm master: Retain in State Archives permanently.

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).

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84104 4
TITLE: Marriage license applications
DATES: 1888-
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. These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (2) (2004)).

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 11/19/2012

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84104
TITLE: Marriage license applications

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently or until microfilmed.

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

APPRAISAL:

PRIMARY CLASSIFICATION:
Private

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84103 4
TITLE: Marriage licenses
DATES: 1873-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This series contains copies of the marriage licenses granted in Sanpete 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:

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 Office permanently.

Paper: Retain in Office permanently or until microfilmed.

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

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84103
TITLE: Marriage licenses

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15323 3
TITLE: Miscellaneous bonds
DATES: 1854-
ARRANGEMENT: Numerical by bond number.
TOTAL VOLUME:
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: //

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 until microfilmed and then destroy provided microfilm has passed inspection and provided territorial bonds are transferred to Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15323
TITLE: Miscellaneous bonds

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 14703 3
TITLE: Miscellaneous clerk's records
DATES: 1880-1928.
ARRANGEMENT: None.
TOTAL VOLUME:
DESCRIPTION:

This records includes county claims, cost estimates for construction of a county clerk vault , grasshopper bounty forms, townsite patents, appointment of notaries, and petitions including one requesting county seat be moved to Ephraim, petitions to incorporate Mayfield Town, and Financial Report dated 1928.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: Sanpete County (Utah). County Clerk

SERIES: 15844 3
TITLE: Miscellaneous index
DATES: 1905-1949
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME:
DESCRIPTION:

This is an index to recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15779 3
TITLE: Notaries public index
DATES: 1903-
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME:
DESCRIPTION:

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (2003)).

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 27.

AUTHORIZED: //

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15779
TITLE: Notaries public index

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15322 3
TITLE: Official bonds
DATES: 1854-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: //

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 until microfilmed and then destroy provided microfilm has passed inspection and provided Territorial books transferred to State Archives.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15322
TITLE: Official bonds

(continued)

PRIMARY CLASSIFICATION:
Public