

Retention and Classification Report

Agency: Sevier County (Utah). County Clerk (881)

Sevier County Administration Bldg.
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Records Officer: Barbara Crowther

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AGENCY: Sevier County (Utah). County Clerk

SERIES: 17544

4

TITLE: Articles of incorporation record books

DATES: 1873-1948.

ARRANGEMENT: Chronological by date filed

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Sevier County Clerk by newly organized corporations. The record books 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 issued a 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17544

TITLE: Articles of incorporation record books

(continued)

corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84238

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, sex, race, color, parents' names, residence, name of the informant making the report, and an assigned number.

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 Archives permanently with authority to weed.

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

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84238

TITLE: Birth registers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84245

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 27609

3

TITLE: Franchise Book

DATES: 1899-1903.

ARRANGEMENT:

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: 12/29/2010

FORMAT MANAGEMENT:

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 on value of records documenting early franchises (1899 - 1903) for research purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6185

3

TITLE: Grazer's index

DATES: 1902-1907.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In 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:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84195

3

TITLE: Incorporation case files

DATES: 1873-1961.

ARRANGEMENT: Arranged by case file number, thereunder by date filed
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 Sevier 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical Legal

Because of the importance of incorporation information, which documents the creation and existence of companies and their authorization to do business in Utah, 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: Sevier County (Utah). County Clerk

SERIES: 84195

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17543

4

TITLE: Incorporation index

DATES: 1873-1961.

ARRANGEMENT: Alphabetical by corporation name

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Sevier County and was created by the Sevier County Clerk to facilitate access to the Incorporation Case Files and Articles of Incorporation Record Books. The index provides the case file number, company name, record book, page number and amendments with the corresponding record book and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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: Sevier County (Utah). County Clerk

SERIES: 84259

4

TITLE: Marriage license applications

DATES: 1901-

ARRANGEMENT: Chronological, thereunder numerical by application number
DESCRIPTION:

The county clerk registers each couple through and 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 permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6127

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Sevier 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 permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1887 through 1977. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 26502 3

TITLE: Marriage licenses index

DATES: 1896-1974.

ARRANGEMENT: Alphabetical by first letter of surname and thereunder chronological with brides and grooms listed separately

DESCRIPTION:

These indexes provide access to marriage licenses. The indexes list the names of brides and grooms and provide the book and page number where the license is recorded as well as the marriage certificate number.

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 25.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

Marriage records are vital records and as such have significant historical value.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 22253

3

TITLE: Oaths and bonds record book

DATES: 1887-1902.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains oaths signed by individual who swear to support and follow the constitution and laws of the land, especially pertaining to polygamy, bigamy, etc. The bonds are signed by individuals who swear to uphold their public office. Also, contains certificates of elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

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

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY DESIGNATION:

Public