Retention and Classification Report

Agency: San Juan County (Utah). County Clerk (903)

P.O. Box 338
Monticello, UT 84535
587-3223

Records Officer John Nielson

25625	* Articles of Incorporation register
84239	* Birth registers
84246	* Death registers
17504	* Incorporation case files
25902	Marriage license applications
06126	Marriage licenses

AGENCY: San Juan County (Utah). County Clerk

SERIES: 25625 3
TITLE: Articles of Incorporation register
DATES: 1886-1961.
ARRANGEMENT: Numerical by incorporation number.

DESCRIPTION:

This series consists of a binder with individual pages for each incorporated company which filed Articles of Incorporation with the San Juan County Clerk. The pre-printed forms notate the date, name of the document filed and whether any fees were paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
Disposition based on the importance of incorporation information, which documents the organization and existence of companies.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Clerk

SERIES: 84239 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by date reported, not by date of birth.

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 and residence, informant making the report, and its assigned number. Following the register are anomalous entries dated 1848 to 1892 recorded long after birth. These are followed by separate pages of parents notices and small reports.

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 with authority to weed.

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

Paper: Retain in Office until microfilmed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Clerk

SERIES: 84246 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, occupation, age, marital status, sex, race, color, residence, term of residence, date of death, 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.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Clerk

SERIES: 17504 4
TITLE: Incorporation case files
DATES: 1886-1961.
ARRANGEMENT: Arranged by case file number, thereunder by date filed
TOTAL VOLUME: 10.00 reels.
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files 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 San Juan County and serve as evidence of"due incorporation of the corporation [UCA 16-2]."
Articles of incorporation constitute a contract between the state and the 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 and kind of corporate officers, and the number of directors necessary to transact corporate business. This series ended in 1961 when the state became solely responsible for registering corporations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until Processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: San Juan County (Utah). County Clerk

SERIES: 17504
TITLE: Incorporation case files

(continued)

APPRAISAL:

Historical
Because of the importance of incorporation information, which documents the organization 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).

PRIMARY DESIGNATION:
Public

AGENCY: San Juan County (Utah). County Clerk

SERIES: 25902 3
TITLE: Marriage license applications
DATES: 1927-
ARRANGEMENT: Alphabetical by name.
TOTAL VOLUME:
DESCRIPTION:

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), andthe 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 (1995)).

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 24.

AUTHORIZED: 06/20/2005

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Clerk

SERIES: 25902
TITLE: Marriage license applications

(continued)

APPRAISAL:

PRIMARY DESIGNATION:
Exempt UCA 26-2-22

AGENCY: San Juan County (Utah). County Clerk

SERIES: 6126 4
TITLE: Marriage licenses
DATES: i 1888-
ARRANGEMENT: Chronological.
TOTAL VOLUME:
DESCRIPTION:

This series contains copies of the marriage licenses granted in San Juan 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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:
Public