

Retention and Classification Report

Agency: Box Elder County (Utah). County Clerk (92)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
435-734-2031

Records Officer

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AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84091

4

TITLE: Articles of incorporation record books

DATES: 1870-1961.

ARRANGEMENT: Alphabetical by book letter, thereunder chronological.

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Box Elder County Clerk by newly organized corporations. The record books 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.

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 registration of corporations was transferred to the State government and 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 until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84091

TITLE: Articles of incorporation record books

(continued)

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 DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84098

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year

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 party making the report, and an assigned number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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 which contain vital statistics information. Also important for legal purposes. They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12226

3

TITLE: Bonds, resolutions, and ordinances and index

DATES: 1892-1916.

ARRANGEMENT: Alphabetical by letter in alphabet

DESCRIPTION:

These are official bonds, resolutions, and ordinances. From 1892 to 1912 these records were filed together. These are the bonds for the county elected officials, and the county ordinances and resolutions approved by the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: //

FORMAT MANAGEMENT:

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 State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82942

3

TITLE: Box Elder Fair Board minutes

DATES: 1937-1946.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the proceedings of regular and special meetings of the Box Elder County Fair Board. They are used to document of decisions of the Board. They contain the date, time, and location of the meeting; board members absent and those present; summary of proceedings including decisions made; and time of adjournment. The volume also includes financial reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/27/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical

This retention is based upon the administrative and historical value of these records. These minutes document the decisions of the Board in the planning and in the holding of the annual Box Elder County Fair. It is not known whether additional minutes exist, but these are the only ones stored with the county clerk. This volume is also important to document the homefront activities during World War II and local government response to wartime demands.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81736

3

TITLE: Civil Works Administration projects files

DATES: 1933-1934.

ARRANGEMENT: numerical by project number

DESCRIPTION:

These files document Civil Works Administration (CWA) projects supported by Box Elder County and the State of Utah civil works projects. These files contain: Applications for Approval of Civil Work Projects (name, details of project, and cost), diagrams, and a list of all Civil Work Projects in Box Elder County (project number, name of project, date of opening, date of closing, and the CWA Credit extended).

RETENTION:

Retain 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
these files have lost all of their administrative value, but their historical value continues. These files document the efforts of civil works projects in Box Elder County in providing work for unemployed persons.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81736

TITLE: Civil Works Administration projects files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284

3

TITLE: Contracts

DATES: 1912-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain 7 years after expiration of contract.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 84.

AUTHORIZED: 06/07/2016

FORMAT MANAGEMENT:

Paper: For records beginning in 1977 and continuing to the present. Retain in Office for 7 years after expiration of contract and then destroy.

Paper: For records beginning in 1912 through 1977. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284

TITLE: Contracts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9935

3

TITLE: Correspondence

DATES: 1900-1901.

ARRANGEMENT: None

DESCRIPTION:

This small packet of letters is labeled "Letters of Importance for the Year 1901" and includes correspondence to the Box Elder County Clerk regarding various cases before the district court.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/06/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This correspondence documents the history and functions of the county clerk and has research value.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84099

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has an assigned number, the name of the decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation, last place of residence, causes of death, date of death, name or party making out report.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6258

3

TITLE: Election official register

DATES: 1960-1970.

ARRANGEMENT: None

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 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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 25624

3

TITLE: Emergency operations plan

DATES: 2004-

ARRANGEMENT: Chronological, thereunder numerical by chapter number

DESCRIPTION:

These files are used to prepare county-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

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 10, Item 1.

AUTHORIZED: 10/26/2004

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 63G-2-305(11)

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10283

3

TITLE: General administrative records

DATES: c 1910-1945.

ARRANGEMENT: chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: 06/20/2013

FORMAT MANAGEMENT:

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

APPRAISAL:

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9927

3

TITLE: General ledgers

DATES: 1897-1923.

ARRANGEMENT: None

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/20/1991

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82943

3

TITLE: Grouse Creek District birth registers

DATES: 1907-1915.

ARRANGEMENT: Numerical by certificate number

DESCRIPTION:

This book contains the duplicate copy of certificates for births occurring in Grousecreek Precinct in Box Elder County. The certificates include the name of the county, precinct and town; name of child; sex of child; date of birth; names, residence, color, birthdates, and birthplace of parents; signature of midwife or physician.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These certificates are duplicates copies. In 1905, Utah became a registry state. The Board of Health was authorized to register births on a statewide basis. The original birth certificate was sent to the State Board of Health while some registrars maintained a copy. These certificates are copies, but may be very useful in genealogical and community studies. Until 1990, these certificates are private and are closed to research.

PRIMARY DESIGNATION:

Protected Not public for 100 years.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9647

3

TITLE: Honeyville voter registration book

DATES: 1939; 1951-1953.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

This series consists of a corrected list of names of the official register for election district 1, Honeyville town, Box Elder County, State of Utah, for the municipal election held Tuesday, November 7, 1939. Later voter registration lists are not retained.

RETENTION:

Retain 4 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records prior to and including 1939. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1940 and continuing to the present. Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative

Voter registration books have administrative value by providing evidence that residents are registered to participate in elections. They may be retained until superseded, after which they may be destroyed. Pre-1940 registers, however, are considered permanent and are retained as a sample.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9647

TITLE: Honeyville voter registration book

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 17890

4

TITLE: Incorporation case files

DATES: 1873-1961.

ARRANGEMENT: Numerical by case file number

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 Box Elder 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 registration of corporations was transferred to the State government and the Division of Corporations was created. Even though the series officially ended in 1961, several case files were added to through 1979.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: Box Elder County (Utah). County Clerk

SERIES: 17890

TITLE: Incorporation case files

(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 DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947

4

TITLE: Incorporation case files of LDS church wards

DATES: 1886-1901.

ARRANGEMENT: Alphabetical by LDS Church Ward

TOTAL VOLUME: 4.00 reels.

DESCRIPTION:

These case files contain Articles of Incorporation filed with the Box Elder County Clerk by LDS Church Wards. The articles of incorporation were required to be filed with the County Clerk and State to ensure that the laws which pertained to the organization were adhered to. The actual articles of incorporation record the following: names of the corporation officers including the President which was filled by the Bishop of the ward, names of the ward members, and oaths of office. The Articles of Incorporation state that the members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated " that any number of persons associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themselves as provided in this Act (Laws of Utah, 1878, chap., 18, sec., 1).

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947

TITLE: Incorporation case files of LDS church wards

(continued)

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 DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14945

4

TITLE: Incorporation records index

DATES: 1900-1961.

ARRANGEMENT: Alphabetical by corporation name.

TOTAL VOLUME:

DESCRIPTION:

This series is an alphabetical index to the Incorporation Case Files and Record Books for Box Elder County. The entries are alphabetical by corporation name. Each entry records the following: Name of corporation, Instrument (i.e. oath, articles, amendment, bond, etc.), date of filing, file number, record book number, and record book page number.

RETENTION:

Retain until microfilmed

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 Records Center until microfilmed and then 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.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the the historical value of these records to document the incorporation of businesses within Box Elder County. They are important to the researcher.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14945

TITLE: Incorporation records index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12854

3

TITLE: Limited partnership files

DATES: 1911-1988.

ARRANGEMENT: Alphabetical by first letter, thereunder chronological

TOTAL VOLUME: 1.00 reel.

DESCRIPTION:

These files document the filing of limited partnerships with the county clerk. A limited partnership is "a partnership formed by two or more persons" under the provisions of UCA 48-2-1, "having as members one or more general partners and one or more limited partners" (UCA 48-2-1 (1993)). Persons desiring to form a limited partnership shall "file for record the certificate in the office of the county clerk of the county in which the principal place of business of the partnership shall be situated" (UCA 48-2-2(1)(b)). These files contain affidavits, agreement and certificate of limited partnership (notarized original) and cancellation of certificate of agreement. The separate index includes date partnership formed, name, and date filed. In 1990, the law was revised and changed the filing requirements to the Utah State Division of Corporations and Commercial Code (Laws of 1990, ch. 233, 71). In 1994, the Utah Revised Uniform Partnership Act (Laws of 1994, ch. 61) totally revised all requirements and repealed all previous provisions. All files held by the individual county clerks were then transferred to the State (see Series 13995 and 13998). The archives retains the microfilm master. Includes an index.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

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

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12854

TITLE: Limited partnership files

(continued)

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical

This disposition is based on the administrative and historical value expressed by department.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843

3

TITLE: Marriage license applications

DATES: 1974-

ARRANGEMENT: Numerical by application number

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 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 24.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843

TITLE: Marriage license applications

(continued)

APPRAISAL:

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23143

3

TITLE: Marriage license record book indexes

DATES: 1887-

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

These books index the record books kept by the County Clerk. For each name, the record book and page number is given, and in some cases, the license number as well.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the value of these records in documenting marriages.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23142

3

TITLE: Marriage license record books

DATES: 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6121

4

TITLE: Marriage licenses

DATES: i 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Box Elder 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

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23352

4

TITLE: Marriage licenses and applications

DATES: 1887-1898.

ARRANGEMENT: Numerical by license number.

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the applications for marriage licenses and copies of the marriage licenses. Applications include the names of the individuals to be married, their residence, age, and the date of the application. The applications also contain a form for the consent of a parent or guardian if either party to the marriage is a minor. The licenses include the names of the individuals, the date the license was issued, the date of the marriage, and the signatures of the person officiating at the marriage as well as the witnesses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 11/28/2000

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 Office permanently.

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

APPRAISAL:

Historical Legal

This disposition is based on the value of these records in documenting marriages in Box Elder County.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23352

TITLE: Marriage licenses and applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12225

3

TITLE: Miscellaneous index

DATES: 1906-1934.

ARRANGEMENT: Alphabetical by letter of alphabet

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

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:

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12225

TITLE: Miscellaneous index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81739

3

TITLE: National Guard discharge certificates

DATES: 1926-1950.

ARRANGEMENT: Alphabetical by surname

TOTAL VOLUME:

DESCRIPTION:

This file documents the service of Box Elder County residents in the National Guard and their discharge from service. On these certificates is recorded the name, rank and unit; date of birth; description; enlistment record; and signature. Included are loose papers dated 1934-1941 of enlistments to and discharges from the National Guard.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This file will used valuable in the research of the national guard in Box Elder County. It is a welcomed addition to the Archives military records.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281

3

TITLE: Oaths of office

DATES: undated

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain until administrative needs.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

AUTHORIZED: 03/11/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative 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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281

TITLE: Oaths of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282

3

TITLE: Official bonds

DATES: 1881-

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 the 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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/11/1992

FORMAT MANAGEMENT:

Paper: Retain in State Archives until 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.

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

APPRAISAL:

Administrative

Official bonds have administrative value by providing evidence that required bonds have been posted in accordance with state law.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282

TITLE: Official bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354

3

TITLE: Resolutions

DATES: 1905-

ARRANGEMENT: Chronological, thereunder numerical by resolution number

TOTAL VOLUME:

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 07/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

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:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81738

3

TITLE: Selective Service card file and index

DATES: 1941-1945.

ARRANGEMENT: Alphabetical by surname

TOTAL VOLUME:

DESCRIPTION:

This card files serves as a record of all Box Elder residents serving in the military during World War II. Each card contains the name; local selective service number; rank; serial number; branch of service; whether enlisted, inducted, or commissioned; date of termination of service; date of birth; place of birth; name of parents; name and address of next of kin; marital status; name of spouse; and a record of service in World War II. The files also include a paper listing of all cards providing name, branch of service, and home town.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These cards document the service of Box Elder County men and women in World War II. It is valuable contribution to resources to the Archives collection of military records.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81733

3

TITLE: State relief files

DATES: ca. 1932-1934.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

This file documents state relief efforts within Box Elder County during the Great Depression. These files contain correspondence from county and state relief agencies (State Advisory Committee on Public Welfare and Emergency Relief and the Governor's Central Committee on Emergency Relief for Utah), budget reports, and lists of dependents.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This file has lost all of its administrative value, but its historical value continues. It documents governmental efforts in aiding the unemployed in one of Utah's counties.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81740

3

TITLE: United States Department of Labor emergency conservation work files

DATES: 1933-1934.

ARRANGEMENT: Numerical by application number

TOTAL VOLUME:

DESCRIPTION:

These files document the activities of the federal Civilian Conservation Corps. in Box Elder County during the Great Depression. The files include the application (name of organization, address, name, address, employment history, list of dependent relatives, and work experience); physical examination; memoranda on work orders; related experience; lists of inexperienced men; and statistical record of Utahns enrolled in the CCC. Applications were coordinated by the county clerk and the county emergency relief committee.

RETENTION:

Retain 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This file not only documents the activities of the CCC in Box Elder County, but the personal story of individual people trying to find work in during the depression. It will be useful to researchers looking at the depression in Northern Utah.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81740

TITLE: United States Department of Labor emergency conservation work files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82958

3

TITLE: Warrant registers

DATES: 1897-1907.

ARRANGEMENT: Numerical by claim number

TOTAL VOLUME:

DESCRIPTION:

These volumes contain a listing of bills presented to the county commission for payment. This register consists of two volumes numbered 1 and 2. They include the number of the claim, name of the claimant, when filed (month, date, year), amount of claim, paid from what fund, when allowed, amount allowed, number of warrant, page of minutes when discussed by the county commission, and when received.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/03/1988

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Fiscal

This retention is based upon the historical value of these records. This type of record is usually only maintained for audit and then discarded. These are kept to serve as samples of this type of register and as an index to the council minutes.

PRIMARY DESIGNATION:

Public