

# Retention and Classification Report

**Agency:** Salt Lake County (Utah). County Commission (921)

Salt Lake County Government Center  
2001 South State Street  
Salt Lake City, UT 84190

## Records Officer

02101 Correspondence  
04763 \*Financial records  
04060 \*Franchise record book  
13427 \*Joint Control Committee minutes  
03790 \*Minutes  
02123 \*Payrolls and claims  
02795 Property tax exemption applications

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 2101

3

**TITLE:** Correspondence

**DATES:** 1854-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Includes incoming and outgoing correspondence to a variety of individuals, agencies, and organizations. Copy of response from the commission is usually stapled to incoming letter.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**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 for 1 year after being microfilmed and then transfer to State Records Center. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 7.

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 2101

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 4763

3

**TITLE:** Financial records

**DATES:** 1947, 1951-1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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

**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 Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 4060

3

**TITLE:** Franchise record book

**DATES:** 1887-1922.

**ARRANGEMENT:** Alphanumerical.

**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:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

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

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 4060

**TITLE:** Franchise record book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 13427

3

**TITLE:** Joint Control Committee minutes

**DATES:** 1904-1912.

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**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.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 3790

4

**TITLE:** Minutes

**DATES:** i 1852-1972.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The County Commission serves as the governing body that organizes and maintains county services and that manages all county business and property. Minutes are kept by the County Clerk and include both summaries of topics discussed during the meetings and a listing of all orders and decisions made by the board. Minute books were first kept by the Salt Lake County Court, which in territorial days consisted of the Probate Judge and two selectmen. With statehood in 1896 the court was renamed the Salt Lake County Commission, and the probate judge and selectmen were replaced by three commissioners.

During the territorial years, 1852-1896, the predominant activities discussed in the minutes involved the laying out of roads and irrigation canals; the creation and supervision of election and school districts; providing for the poor and the insane; and locating sites for the erection of public buildings. They also levied property taxes, paid bills and wages, and supervised the operation of county government.

Their intimate involvement in the operation of individual agencies is shown by the amount of detail in the minutes about the appointment of officials and about personnel hiring, salary, and retention decisions. After 1884 they were responsible for issuing business licenses, including franchises for utilities and transit systems. Provision was also made that year for them to approve the incorporation of towns.

These activities continue to be recorded in the minutes of the twentieth century. As county government grew during this time, these functions expanded to include the development of water and sewage systems, the coordination of police and fire protection, the supervision of private contractors and their work on county projects and housing subdivisions, and the provision of a wide variety of other social services. After 1941 zoning issues also became an important topic in the minutes.

The County Commission was dissolved and a County Council form of government, with a county mayor and council, was established in 2001.

**RETENTION:**

Retain permanently.



**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 3790

**TITLE:** Minutes

(continued)

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: For records beginning in 1852 and continuing to the present. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1851 through 1972. Retain in Agency Record Center permanently.

Microfilm duplicate: For records beginning in 1851 through 1972. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 3790

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 2123

3

**TITLE:** Payrolls and claims

**DATES:** 1953-1956; 1971-1977.

**ARRANGEMENT:** Alphanumerical  
**DESCRIPTION:**

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**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 microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 2795

3

**TITLE:** Property tax exemption applications

**DATES:** i 1947; 1950; 1953-1957; 1959-1960; 1968-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by first letter of surname

**DESCRIPTION:**

These applications were submitted to obtain exemption from paying all or a portion of taxes on property owned or purchased by disabled veterans or blind persons, their unmarried widows, or their minor orphans. The forms provide information on name, address, description of personal or real property in question, purchase information, war in which served (if veteran), and extent of disability. Many of the applications have a form from the Veterans Administration attached providing disability and discharge information. Occurring infrequently are certificates, letters, or affidavits from doctors verifying disabilities; assessors' blotters; extracts of proceedings; and annuity statements.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Salt Lake County (Utah). County Commission

**SERIES:** 2795

**TITLE:** Property tax exemption applications

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 1.

This disposition is based on data provided on individuals and their property which may be of interest to genealogical researchers or economic historians studying benefit programs.

**PRIMARY CLASSIFICATION:**

Private