Retention and Classification Report

Agency: Beaver County (Utah). County Commission (115)

Beaver County Office Building
105 East Center, P.O. Box 789
Beaver, UT 84713
435-438-6464

Records Officer: _____

06067 Minutes

AGENCY: Beaver County (Utah). County Commission

SERIES: 6067 4
TITLE: Minutes
DATES: i 1856-
ARRANGEMENT: Chronological by date of meeting
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission was authorized to manage all county business and county property. This includes budgeting, equipment purchasing and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and by 1959, zoning and planning. The day's entries are prefaced by date, names of those present and where and when they met. The entries detail actions taken, amounts involved, and the names of any individuals affected by the actions. These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AGENCY: Beaver County (Utah). County Commission

SERIES: 6067
TITLE: Minutes

(continued)

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: 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.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employeevoting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.