

Retention and Classification Report

Agency: Davis County (Utah). County Clerk (258)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

11595	Absent voters register
11603	Campaign finance reports
11608	Candidacy declaration forms
11605	Commission agenda files
11613	Election results
11618	General administration records
28100	Leasing contract and service agreements
06344	Marriage license applications
06040	Marriage licenses
28748	Oaths of office
11607	Official register of voters/voter registration file list
11625	Ordinance and indexes
11626	Organizational files
11627	Pending files
28474	Petition Files
28099	Purchasing contracts and agreements
84751	Real property acquisition and sales contracts
11631	Resolutions
11612	Voter registration forms

AGENCY: Davis County (Utah). County Clerk

SERIES: 11595

1

TITLE: Absent voters register

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official registers of absentee voters. They are used to document registered voters who did not vote in person and made application to vote absentee. The register includes election and year, name of absent voter, address of absent voter, date ballot mailed, voting district, date absent voter application received, ballot number, date mailed to absent voter, and date ballot received.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative value has been met.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11603

3

TITLE: Campaign finance reports

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by name with office title

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Financial reports for campaign contributions and expenditures submitted by all candidates (community council candidates are exempted) for county elective offices, or any other that candidate that is required to file reports with the County Clerk as directed by Utah Code.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records to document local political campaign financing.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11608

3

TITLE: Candidacy declaration forms

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by candidate's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Declaration of candidacy forms filed by persons intending to become candidates for an election for partisan and non-partisan offices as outlined in the the Utah Code (20A-9-202--Election Code). Davis County's candidacy declaration forms contain: candidate's name, address, telephone number, party affiliation, and office sought.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months and then destroy.

APPRAISAL:

These records have administrative value(s).

At the completion of the 22-month election returns retention period specified in UCA 20A-4-202, the county has no reason to maintain these records and feels they should be destroyed.

RETENTION JUSTIFICATION:

o Most of the parties who have filled out one of these forms never become a candidate on the ballot.??o At the completion of the 22-month election returns retention period (UCA 20A-4-202), the County has no reason to maintain these records and feels they should be destroyed. They are never referenced again. Records containing the actual candidates and any pertinent information are maintained permanently.??o There is no legal value to these records, there is no fiscal value, the administrative value has passed, and the county records officer can't see an historical value, since most of these people never even became a candidate.

AGENCY: Davis County (Utah). County Clerk

SERIES: 11608

TITLE: Candidacy declaration forms

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11605

3

TITLE: Commission agenda files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the public notification of regular and special commission meetings. The files include agenda (containing date, time, location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Commission agenda files, GRS-252.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11613

3

TITLE: Election results

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the official tabulation results of all county races and ballot issues of an election. They serve as the official tally of votes for primary, special, and general elections. Paper report retained in the official canvass minutes. Electronic files will be kept by the county IT department and will be displayed on the internet for public access.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

AUTHORIZED: 09-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11618

1

TITLE: General administration records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Davis County (Utah). County Clerk

SERIES: 28100

3

TITLE: Leasing contract and service agreements

DATES: 1881-

ARRANGEMENT: chronological by year, thereunder numerical by contract number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are created for legal and fiscal purposes to document contracts and agreements for services and payments between the county and other entities. These records document building or equipment leasing contracts, and related records documenting agreements, services, and payments between the county and a private vendor or other governmental agency. These records may include the professional service agreements between any county agency and professional individuals or between agencies for temporary services. This series may also include amendments to current contracts and leases.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment, expiration of contract or amendment and then destroy.

Computer data files: Retain in Office for 7 years after final payment, expiration of contract or amendment and then delete.

APPRAISAL:

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

AGENCY: Davis County (Utah). County Clerk

SERIES: 28100

TITLE: Leasing contract and service agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 6344

3

TITLE: Marriage license applications

DATES: 1916-

ARRANGEMENT: Chronological according to year, thereunder numerical by license 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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). County Clerk

SERIES: 6344

TITLE: Marriage license applications

(continued)

APPRAISAL:

These records have historical value(s).

These records valuable information for genealogists and historians on individuals legally married in Utah.

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: Davis County (Utah). County Clerk

SERIES: 6040

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Numerical by license number.

DESCRIPTION:

Records in this series pre-1947 contain copies of the marriage licenses applications and copies of the marriage licenses. Records in this series post-1947 contain marriage licenses only. Applications include the names of the individuals to be married, their residence, age, and the date of the applications. 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. The first reel begins with copies of marriage certificates dating from 1887-1888. The certificates include the names of the bride and groom, the city and county of their residence, the date and place of marriage, the names of the officiator and witnesses, and the date filed by the clerk. These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license 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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

AGENCY: Davis County (Utah). County Clerk

SERIES: 6040

TITLE: Marriage licenses

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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:

These records have historical value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (75 years).

SECONDARY DESIGNATION(S):

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 28748

1

TITLE: Oaths of office

DATES: 1983-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to certify the administration and filing of oaths of county officials (Utah Code 17-20-4(2015)). Records document that oaths are given in accordance with the Utah State Constitution (Article IV, Sec. 10) and properly filed with the agency. Information includes county official's name and office as well as the date the oath was administered and filed.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the swearing in of county officials.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Davis County (Utah). County Clerk

SERIES: 11607

1

TITLE: Official register of voters/voter registration file list

DATES: undated

ARRANGEMENT: Chronological, thereunder numerical by voting district

DESCRIPTION:

This is an official list of registered voters. Available information includes the: name, address, birth date, phone number, political party affiliation and voting history of the registrant. Reports may be generated by various criteria, i.e. countywide, precinct, district, political party, etc.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1945 through 2009. Retain in Office for 4 years and then destroy provided pre-1940 registers retained permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 4 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11625

1

TITLE: Ordinance and indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). 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: Davis County (Utah). County Clerk

SERIES: 11626

3

TITLE: Organizational files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the county. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers. These records are included in the annual financial report.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11627

3

TITLE: Pending files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until received or action taken and then incorporate with official files.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 28474

1

TITLE: Petition Files

DATES: 1900-

ARRANGEMENT: Alphanumeric by petition packet number

DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county. Each petition contains a statement of purpose on proposed action as well as a name, signature, birth date, age, and address for each petitioner. Signatures must be verified to determine whether petitioners are registered voters, and to ensure no multiple signatures are counted. See Utah Code Ann. 20A-7-206.

When petitions have been approved, a master list is created and maintained by the Clerk's Office; upon completion, the master list is a public record. Original petitions are then transferred to the Lt. Governor's Office if the petition is a state-wide initiative; county initiatives follow the retention schedule. The finalized electronic record shall be considered the public record. These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-20-1.7 (2000)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION:

Permanent. Retain for 5 year(s) after resolution of issue

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after issue resolved/final decision and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years after issue resolved/final decision and then transfer to State Archives with

AGENCY: Davis County (Utah). County Clerk

SERIES: 28474

TITLE: Petition Files

(continued)

authority to weed.

APPRAISAL:

These records have administrative value(s).

Administrative, as per UCA 20A-7-206

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. As per Utah Code 63G-2-302(2)(d), 63G-2-305(11) and 63G-2-305(12)

AGENCY: Davis County (Utah). County Clerk

SERIES: 28099

3

TITLE: Purchasing contracts and agreements

DATES: 1881-

ARRANGEMENT: chronological by year, thereunder numerical by contract number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document purchasing contracts and agreements between the county and other parties. They include the contract, names and addresses of contracting parties, contract's purpose, contract period, contract costs, terms (standard terms and conditions as well as any specific project terms), audit information, and authorizing signatures. This series may also include amendments to current contracts.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment, expiration of contract or amendment and then destroy.

Computer data files: Retain in Office for 6 years after final payment, expiration of contract or amendment and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Davis County (Utah). County Clerk

SERIES: 28099

TITLE: Purchasing contracts and agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 84751

3

TITLE: Real property acquisition and sales contracts

DATES: 1881-

ARRANGEMENT: Chronological by year, thereunder numerical by contract number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document legal agreements, payments, etc., between the county and outside entities. They also provide a history of transactions that have transpired in the county. These records document the purchase, sale, or transfer of county-owned real estate, whether by purchase, condemnation, transfer, trade, sale, or donation. They may include any contracts related to the construction of capital projects. Information includes names and addresses of contracting parties, contract's purpose, requisition number (if part of procurement process), contract period, contract costs, terms (standard terms and conditions as well as any specific project terms), audit information, and authorizing signatures. This series may also include amendments to current contracts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1999

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Davis County (Utah). County Clerk

SERIES: 84751

TITLE: Real property acquisition and sales contracts

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Real property acquisition and sales records have a permanent historical value. These records can include both land and building records acquired and sold by the county.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11631

1

TITLE: Resolutions

DATES: undated

ARRANGEMENT: None

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 17-5-209 (1995)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Clerk

SERIES: 11612

3

TITLE: Voter registration forms

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are forms submitted by persons applying to be a registered voter in the State of Utah, as required by Utah Code. They include the voter's name, address, birthdate, birthplace, last former address previously registered, political party(optional), signature and sworn statement of the person completing the form, and the date. "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other organized system. These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2010)). They include the voter's name, address, birth date, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent county wide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2010).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voter registration records, GRS-288.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Davis County (Utah). County Clerk

SERIES: 11612

TITLE: Voter registration forms

(continued)

PRIMARY DESIGNATION:

Private social security number, signature and driver's license

SECONDARY DESIGNATION(S):

Public. name, address, political party, telephone number and voting precinct