Retention and Classification Report

Agency: Rich County (Utah). County Commission (839)

Rich County Courthouse
21 South Main
Randolph, UT 84064
435-793-2415

Records Officer: _____

25804	Minutes
29426	Ordinances

AGENCY: Rich County (Utah). County Commission

SERIES: 25804 3
TITLE: Minutes
DATES: 1864-
ARRANGEMENT: Chronological by date
DESCRIPTION:

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:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Rich County (Utah). County Commission

SERIES: 25804
TITLE: Minutes

(continued)

APPRAISAL:

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

Minutes document the history and functions of agencies. They have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Rich County (Utah). County Commission

SERIES: 29426 3
TITLE: Ordinances
DATES: 1864-
ARRANGEMENT: Chronological by date of adoption.
DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

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.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of topics discussed and actions taken by the county commission.

AGENCY: Rich County (Utah). County Commission

SERIES: 29426
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public