Retention and Classification Report

Agency: Salt Lake County (Utah). County Assessor (914)

Salt Lake County Government Center
2001 South State #N2300
Salt Lake City, UT 84190

Records Officer: _____

80086	Appraisal cards
04239	Tax assessment rolls indexes

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 80086 3
TITLE: Appraisal cards
DATES: 1981-
ARRANGEMENT: numerical by serial number
DESCRIPTION:

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

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 Assessor appraisal cards, GRS-201.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 4239 3
TITLE: Tax assessment rolls indexes
DATES: 1898-
ARRANGEMENT: Chronological by year, thereunder, alphabetical
DESCRIPTION:

The tax assessment rolls indexes were created by the county assessor in order to access the county tax assessments. The index books contain an alphabetically arranged indexing of the names of individuals whose tax record appears in the tax assessments. The indexes show the name of a property owner, followed by the book volumes, the pages and page lines (or entry numbers) for the associated property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

These records have historical value(s).

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 4239
TITLE: Tax assessment rolls indexes

(continued)

PRIMARY DESIGNATION:

Public