# Retention and Classification Report

**Agency:** Utah County (Utah). County Clerk (1215)

Administration Building
100 East Center Street, #3600
Provo, UT 84606

**Records Officer:** _____

| | |
|---|---|
| 05018 | Election registers |
| 05019 | Election returns |
| 05585 | Marriage license applications |
| 06129 | Marriage licenses |
| 23290 | Marriage record books |
| 13489 | Personnel files |
| 05046 | Wildlife bounty affidavit book |

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 5018 3
**TITLE:** Election registers
**DATES:** 1966-
**ARRANGEMENT:** Alphanumerical
**DESCRIPTION:**

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters andto record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 5019 3
**TITLE:** Election returns
**DATES:** 1940-1948; 1966-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

These are books containing the tabulations of paper ballots counted by the election judges. They serve as the official tally of votes for primary, special, and general elections.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 5585 4
**TITLE:** Marriage license applications
**DATES:** 1897-
**ARRANGEMENT:** Numerical, with numbers assigned chronologically by application date.
**DESCRIPTION:**

The county clerk registers each couple through an 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 the 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:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

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: For records beginning in 1897 through 1938. Retain in Office for 100 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1938 through 1941. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1943 through 1955. Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 5585
**TITLE:** Marriage license applications

(continued)

authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the information provided to genealogists and others interested in marriage patterns in Utah.

**PRIMARY DESIGNATION:**

| | |
|---|---|
| Private | These records are considered private for 75 years if the subject of the records is over 21 years old and private for 100 years if the subject is under 21 years of age. (Utah Code 63G-2-310) |

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 6129 4
**TITLE:** Marriage licenses
**DATES:** 1904-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This series contains marriage licenses granted in Utah County. The information 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

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Agency Record Center permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 23290 4
**TITLE:** Marriage record books
**DATES:** 1887-
**ARRANGEMENT:** Chronological by recording date.
**DESCRIPTION:**

These volumes are the recorded copy of marriage licenses. The first volume is handwritten and certifies that the marriage took place, giving location, date, names of officiator and witnesses, and the names of the bride and groom. Subsequent volumes are pre-printed forms which include the clerk's authorization to marry as well as the record of the actual marriage. The authorization form has blanks for the parties' names, residences, ages, note of parental authorization if the party is under age, clerk's office location, date, and clerk's signature. The marriage record remained substantially the same.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

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:**

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

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 23290
**TITLE:** Marriage record books

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**APPRAISAL:**

These records have historical value(s).

This disposition is based on the information provided to genealogists and others interested in marriage patterns in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 13489 3
**TITLE:** Personnel files
**DATES:** 1947-
**ARRANGEMENT:** alphabetical by surname
**DESCRIPTION:**

Employment history documents a person's application, hiring, and employment with a governmental entity, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 65 years and then destroy.

**AGENCY:** Utah County (Utah). County Clerk

**SERIES:** 5046 3
**TITLE:** Wildlife bounty affidavit book
**DATES:** 1901-
**ARRANGEMENT:** Alphanumerical
**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**
Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.