

## Retention and Classification Report

**Agency:** Weber County (Utah). County Commission (1289)

Weber Center  
2380 Washington Blvd. #360  
Ogden, UT 84401

**Records Officer:** \_\_\_\_\_

80218	Exhibit files
84301	Minutes
25220	Publications

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 80218

3

**TITLE:** Exhibit files

**DATES:** 1919-

**ARRANGEMENT:** Numerical by exhibit number

**DESCRIPTION:**

These files contain exhibits for issues being discussed in open county commission meetings. They include copies of correspondence, license applications, reports, drawings, proof of publications, copies of resolutions, copies of petitions, copies of ordinances, copies of audits, and insurance forms.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1919 through 1945. Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Paper copy: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then destroy.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 80218

**TITLE:** Exhibit files

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s). Over sixty percent of these files contain duplicates of records maintained in other county files. All items contained in these files are discussed in the county commission minutes. The office wants to maintain the originals for two years to document what exhibits commissioners were given. It has been determined that files contain the record copy of all correspondence received by the commission and reports not widely circulated. These items should be transferred to the Archives. In examining these files it was determined the period from 1919 to 1945 contains fewer duplicates and more originals (particularly of correspondence).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 84301

3

**TITLE:** Minutes

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**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:**

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 microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 84301

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 25220

3

**TITLE:** Publications

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Weber County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Weber County. . . Yesterday Today and Tomorrow" (1975) and "Department of Aging and Volunteer Services - Programs, Services" (n.d.)

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 25220

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public