

## Retention and Classification Report

**Agency:** Wasatch County (Utah). County Clerk (1340)

Wasatch County Administration Bldg.  
25 North Main  
Heber City, UT 84032  
435-654-3211

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

|       |                                    |
|-------|------------------------------------|
| 19328 | Commission meeting tape recordings |
| 23332 | Election registers                 |
| 09991 | Marriage license applications      |
| 23201 | Marriage license index             |
| 83876 | Marriage licenses                  |

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

**SERIES:** 19328

3

**TITLE:** Commission meeting tape recordings

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 6 months and then erase.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 23332

1

**TITLE:** Election registers

**DATES:** 1896-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These books are used to identify registered voters. They contain: the date of registration, computer number, name and address of registered voter, voting record for previous four years, if challenged grounds for challenge, and when applicable birthplace (state or foreign country) and naturalization number.

**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 1940 and continuing to the present. Retain in Office for 4 years and then destroy.

Paper: For records prior to and including 1940. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 9991

3

**TITLE:** Marriage license applications

**DATES:** 1879-

**ARRANGEMENT:** Numerical by marriage license number

**DESCRIPTION:**

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

**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 permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 9991

**TITLE:** Marriage license applications

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 23201

3

**TITLE:** Marriage license index

**DATES:** 1879-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

The index provides alphabetical access to the marriage licenses.  
It records names, license number, and sometimes record volume.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then may transfer to the state archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This series contains records of marriages and has ongoing historical value.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83876

4

**TITLE:** Marriage licenses

**DATES:** i 1879-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

This series contains original copies of the marriage licenses granted in Wasatch 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:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public