Retention and Classification Report

Agency: Juab County (Utah). County Commission (1517)

Juab County Courthouse
160 North Main
Nephi, UT 84648

Records Officer: _____

17817	Correspondence
17503	Equalization minutes
84139	Minutes

AGENCY: Juab County (Utah). County Commission

SERIES: 17817 3
TITLE: Correspondence
DATES: 1899-
ARRANGEMENT:
DESCRIPTION:

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

These records document agency history.

AGENCY: Juab County (Utah). County Commission

SERIES: 17817
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Juab County (Utah). County Commission

SERIES: 17503 1
TITLE: Equalization minutes
DATES: 1896-
ARRANGEMENT: Chronological
DESCRIPTION:

The County Commission meets regularly as a board of equalization to equalize tax assessments and hear appeals. These are the minutes of those meetings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Juab County (Utah). County Commission

SERIES: 84139 4
TITLE: Minutes
DATES: 1852-
ARRANGEMENT: Chronological by date of meeting.
DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; incorporating municipalities; and by the mid-1960s, zoning and planning.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

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

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding,

AGENCY: Juab County (Utah). County Commission

SERIES: 84139
TITLE: Minutes

(continued)

employees, voting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public