

## Retention and Classification Report

**Agency:** Tooele County (Utah). County Council (1536)

Tooele County Courthouse  
47 South Main  
Tooele, UT 84074

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

05143	Bid proposals
26038	Correspondence
06237	Court ordered community service files
05148	Hazardous waste public opinion survey
05138	Informational subject files
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29177	Ordinance and correspondence files
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28593	Road supervisor reports

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 5143

3

**TITLE:** Bid proposals

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are proposals submitted by private vendors in response to bid requests made by the county commissioners. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

**RETENTION:**

Retain for 2 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after decision by county commission and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 26038

3

**TITLE:** Correspondence

**DATES:** 1897-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper: For records beginning in 1897 through 1943. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Correspondence documents the workings of the commission in the late 19th and first half of the 20th century.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 26038

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 6237

3

**TITLE:** Court ordered community service files

**DATES:** 1982-

**ARRANGEMENT:** Chronological, thereunder by assigned number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. Tooele County provides supervision of those undertaking community service projects at various locations. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and time sheet showing how many hours are completed.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of community service and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The courts maintain the record copy of court ordered community records.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 5148

3

**TITLE:** Hazardous waste public opinion survey

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This survey was contracted by the county commission and undertaken by Dan Jones and Associates to survey public opinion in Tooele County concerning the construction of a hazardous waste facility. It was used by the county commission in making their final decision on whether to construct the plant. The survey includes a copy of the survey instrument, and its results show a breakdown by age, location, gender, political party, and educational level.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs expressed by the office and the historical value of this survey. Few county commissioners have contracted to undertake such public opinion surveys. This survey is of particular interest because of the importance of the issue to the future.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 5138

3

**TITLE:** Informational subject files

**DATES:** 1974-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These subject files are used for used for reference purposes. The files largely contain copies of materials sent to the county commission for its information or review. They include copies of correspondence, agreements and contracts, newspaper clippings, agenda, memoranda, magazine articles, minutes, certificates, reports, maps, diagrams, bylaws, plans and newsletters. As a general rule the commission only maintains copies, other offices are designated to hold the record copy. For example, the county clerk is responsible for all original contracts and minutes of the county commission.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 5138

**TITLE:** Informational subject files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 84230

3

**TITLE:** Minutes

**DATES:** 1851-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These minute books record the actions of the county commission (known before statehood as the county court), the governing body of the county. The court managed all county business and county property, audited claims, reviewed financial reports, appropriated moneys, and authorized purchases of supplies and services. Members allocated water and timber rights, herdgounds, and mill sites; supervised road layout and oversaw the erection of public buildings; and created election precincts, road districts, school districts, and by 1883, irrigation districts also appointing superintendents of such districts. In 1855, the court created fortification districts. They levied property taxes for county purposes and after 1878 served as a board of equalization. They provided for elections and appointed other officials. They oversaw the maintenance of the indigent, insane, orphaned, and incapacitated, and provided for the health and safety of constituents. They regulated fences, created stray pounds, and paid bounties on varmints. They authorized liquor licenses by 1864, and by 1884, general business licenses. They granted franchises beginning in 1892. All these activities are noted in the minutes.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then transfer to State Archives.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 84230

**TITLE:** Minutes

(continued)

Microfilm master: Retain in State Archives permanently.

M-Disc: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Archives permanently.

**APPRAISAL:**

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

This series has permanent historical value as primary documentation of the business handled and actions taken by the county commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 29177

3

**TITLE:** Ordinance and correspondence files

**DATES:** 1912-1924

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These subject files are used for used for reference purposes. The files largely contain copies of materials sent to the county commission for its information or review. They include copies of correspondence, agreements and contracts, newspaper clippings, agenda, memoranda, magazine articles, minutes, certificates, reports, maps, diagrams, bylaws, plans and newsletters. As a general rule the commission only maintains copies, other offices are designated to hold the record copy. For example, the county clerk is responsible for all original contracts and minutes of the county commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of the inner workings of the County Commission.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 29431

1

**TITLE:** Ordinances

**DATES:** 1992-

**ARRANGEMENT:** none

**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

**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:**

**APPRAISAL:**

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

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 1797

1

**TITLE:** Ordinances and resolutions

**DATES:** 1896-

**ARRANGEMENT:** Generally chronological by date of passage or adoption.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-53-223 (1)(a) (2000)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-20-1.7 (2000)).

**RETENTION:**

Permanent. Retain permanently or until administrative need ends

**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:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on both the evidential and informational value of these records. Ordinances have primary legal and administrative values to the county to document the laws regulating its operations. They also have secondary informational value to researchers examining the formulation of laws and decisions by the county commission.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 1797

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 5114

3

**TITLE:** Outgoing correspondence

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the outgoing correspondence of the Tooele Board of County Commissioners. They include letters of appreciation, explanation, and policy matters. Most letters signed by the county commission originate from individual county offices. These files include copies of letters and any attachments sent with the original letter.

**RETENTION:**

Permanent. Retain for 4 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 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 25225

3

**TITLE:** Publications

**DATES:** 1976-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**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.

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

Microfiche duplicate: 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:** Tooele County (Utah). County Council

**SERIES:** 25225

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 28593

1

**TITLE:** Road supervisor reports

**DATES:** 1900-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by precinct name.

**DESCRIPTION:**

This series contains reports submitted at the end of the year to the County Commission by road supervisors for the Ophir and Vernon Road Districts. The reports account for the work and expense of road work in each road district and allow for payment of road supervisors for their services. The reports list the work undertaken and the cost of the work, along with a list of individuals "residing within said District who are liable to be taxed for road purposes," a list of those who have worked on the roads to pay their share of the tax, the names of those who have paid the tax, the names of those who are delinquent in working or paying their road tax. The report also includes a list of work performed and the number of hours spent by those working on the roads and a list of days worked and expenses incurred by the road supervisor.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 until administrative need ends 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 historical value(s).

This series has permanent historical value as a representative example documenting the mechanism used by counties to build and maintain roads at the turn of the 20th century.

**AGENCY:** Tooele County (Utah). County Council

**SERIES:** 28593

**TITLE:** Road supervisor reports

(continued)