

## Retention and Classification Report

**Agency:** San Juan County (Utah). County Treasurer (3128)

PO Box 817  
Monticello, UT 84535  
435-587-3237

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

24094	Tax assessment rolls
24850	Tax sale records

**AGENCY:** San Juan County (Utah). County Treasurer

**SERIES:** 24094

3

**TITLE:** Tax assessment rolls

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with an affidavit (UCA 59-2-326 (1995)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

**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 Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Pursuant to UCA 59-2-326, the county treasurer is the custodian of the assessment rolls. The records are kept as a legal record of the land evaluation and tax history.

**AGENCY:** San Juan County (Utah). County Treasurer

**SERIES:** 24094

**TITLE:** Tax assessment rolls

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Treasurer

**SERIES:** 24850

3

**TITLE:** Tax sale records

**DATES:** 1939-

**ARRANGEMENT:** Chronological, thereunder numerical by parcel identification number

**DESCRIPTION:**

These are records required to be created by county treasurers as a "record of delinquent taxes in the same order as property sold appears in the assessment rolls" (UCA 59-2-1338 (1995)). They are required to include the name of the person to whom property is assessed; description of the tract sold, and a reference to the book, page and line where, or serial number under which the same was listed in the assessment roll; the amount of tax penalty and cost for the which the property was sold at preliminary tax sale; the date of redemption and by whom redeemed; and delinquent taxes assessed in subsequent years against each tract sold at preliminary sale and remaining unredeemed (UCA 59-2-1338 (1995)).

**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 Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Treasurer

**SERIES:** 24850

**TITLE:** Tax sale records

(continued)

**PRIMARY DESIGNATION:**

Public