

County clerk fee books (GRS-263)

Utah General Retention Schedule

Description

These books record the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are usually court and marriage license fees, but through the years county clerks have been required to collect other fees. The books contain the date, name of the person making payment, purpose of payment, receipt number, amount and totals. The county clerk shall "keep a fee book as provided by law" (UCA 17-20-4 (2001)).

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

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

Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

Categories

Clerk

Effective

03/1991

Previous Schedule Number

CO-14-20