

Notaries public index (GRS-270)

Utah General Retention Schedule

Description

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (2003)).

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value based on their important documenting the business processes of the government.

Categories

Clerk

Effective

03/1991

Previous Schedule Number

CO-14-27