

Retention and Classification Report

Agency: Bingham Canyon (Utah) (78)

224 S 2200 West
Bingham Canyon, UT 84006

Records Officer: _____

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AGENCY: Bingham Canyon (Utah)

SERIES: 17416

1

TITLE: Assorted subsidiary ledgers

DATES: 1949-1970.

ARRANGEMENT: None.

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1949 through 1970. Retain in Office for 3 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 17440

4

TITLE: Audit reports

DATES: 1916, 1931-1971.

ARRANGEMENT: Chronological by date of audit.

DESCRIPTION:

This series is composed of reports prepared by outside auditors and are prepared to assure the integrity of the city's accounting and financial systems. The reports include an evaluation of the effectiveness of the financial accounting and control procedures of the city and recommendations for improvement where necessary. Copies of balance sheets or income statements are frequently included in the reports.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the records for documenting the financial management of Bingham Canyon.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17410

3

TITLE: Bank deposit ledger

DATES: 1933.

ARRANGEMENT:

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 17439

4

TITLE: Budget case files

DATES: 1955-1972.

ARRANGEMENT: Chronological by fiscal year for which the budget was prepared.

DESCRIPTION:

These files contain the budget worksheets, final budgets, correspondence with the state auditor and county assessor, and ordinances and resolutions to implement the city's budgets. The series was created to support the planning of public expenditures in Bingham Canyon and to document levels of expenditures for various departments and functions. Information includes line item amounts authorized to be spent, expected revenues, tax levies, and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records for documenting the financial history of Bingham Canyon.

AGENCY: Bingham Canyon (Utah)

SERIES: 17439

TITLE: Budget case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17411

3

TITLE: Cancelled checks

DATES: 1970-1971.

ARRANGEMENT: None.

DESCRIPTION:

The actual warrant or check cut from a warrant request.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1970 through 1971. Retain in Office for 4 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 4596

4

TITLE: Candidate petitions

DATES: 1951-1957.

ARRANGEMENT: Chronological by date of filing.

DESCRIPTION:

This series consists of candidacy petitions for Bingham Canyon and is maintained to document nominations of candidates for city offices. The nomination of candidates was governed by Utah Code, 20-3-38. The petitions are accompanied by a signed statement of candidacy and include the candidates name, address, filing and election dates, signature of notary public, office sought, and a statement that the nominee is of good moral character.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of this material for historical or political research.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17409

4

TITLE: Cash books

DATES: 1904-1956.

ARRANGEMENT: Chronological by date of entry. The three volumes were not filmed in order.

DESCRIPTION:

This series records the entries affecting the Cash Account of Bingham Canyon and was created to establishing control of the cities cash flow. Information includes dates and amounts of receipts and the account credited.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1961 through 1971. Retain in Office for 3 years and then destroy.

Paper: For records beginning in 1904 through 1956. Retain in State Records Center until processed and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1904 through 1956. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1904 through 1956. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This disposition is also based on the artifactual value of the books as examples of recordkeeping for the time period, 1904-1956.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17461

4

TITLE: City Attorney records

DATES: 1954-1971.

ARRANGEMENT: The series is arranged alphabetically by subject (i.e., complaints, correspondence, and reference notes).

DESCRIPTION:

This series appears to comprise the surviving portion of a City Attorney's Correspondence and Subject Files series. It includes complaints for violations of city ordinances (1954-1959), correspondence (1960-1971), and reference notes (undated). The series was created in order to document the activities of the Bingham Canyon City Attorney and to support the performance of his duties. The complaints show the names of the defendant and complainant, court in which filed, alleged crime (including ordinance citation), and date of complaint. Correspondence in this series is primarily concerned with the gradual takeover of the land in Bingham Canyon by Kennecott Copper Corporation and related litigation. Reference notes include information gathered by the City Attorney on various points of the law, including notes which were likely collected by one of the city attorneys for private practice.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of the information for documenting the history of the administration of justice in the City of Bingham Canyon and the lack of intrinsic value in the original documents.

AGENCY: Bingham Canyon (Utah)

SERIES: 17461

TITLE: City Attorney records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 4585

4

TITLE: Clerk's annual report

DATES: 1920-1921.

ARRANGEMENT: Chronological by month of entry.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This series is composed of the annual report prepared by the town clerk for Bingham Canyon in 1921. The report was kept to support the financial management of the town of Bingham Canyon and includes monthly receipts, disbursements, and monthly totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of these records in documenting the financial history of Bingham Canyon.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 4590

4

TITLE: Correspondence and subject files

DATES: 1904-1972.

ARRANGEMENT: Alphabetical by name of correspondent or subject heading; thereunder, chronological by date of correspondence.

DESCRIPTION:

This series contains the surviving correspondence and subject files of the city of Bingham Canyon. The correspondence from the different offices of the city was filed together with the day-to-day correspondence documenting the implementation of public policy. The correspondence with other governments documents compliance with state and national laws or regulations. The series includes correspondence with other governmental bodies, citizens, potential vendors, and companies doing business in Bingham Canyon. The material can relate to any subject and includes citizen petitions, applications for employment or licenses, reports to state and national governments, notification of noncompliance with ordinances, and personnel matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and transfer to State Archives with authority to weed.

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

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

APPRAISAL:

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

This disposition is based on the historical value of the material and the artifactual value of the specimens of the municipal seals and other letterhead from the time. The records in this series provide documentation of the historical activity of the Bingham Canyon municipal government.

AGENCY: Bingham Canyon (Utah)

SERIES: 4590

TITLE: Correspondence and subject files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

Information in box 2, folders 30-47; box 3, folders 54-59; box 4, folders 11-17. These folders are private until 75 years old due to medical information and social security numbers.

AGENCY: Bingham Canyon (Utah)

SERIES: 17441

4

TITLE: Financial statements

DATES: 1929-1931, 1955-1970.

ARRANGEMENT: Chronological by date of statement.

DESCRIPTION:

This series is composed of balance sheets and income statements prepared for Bingham Canyon. The series was created to support effective financial administration. The financial statements reveal account balances and amounts expended and received by line item. When the financial statements have been published, proof of publication is also included in the file.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until Processed and then microfilm and destroy provided microfilm has passed inspection.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the records in documenting the financial affairs of Bingham Canyon City.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17412

1

TITLE: General ledgers

DATES: 1929-1931, 1938-1959.

ARRANGEMENT: Alphabetical by Account Name

DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1929 through 1959. Retain in Office for 10 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 17459

4

TITLE: Justice of the Peace cash books

DATES: 1906-1910.

ARRANGEMENT: Chronological by date of payment of fine or forfeiture.

DESCRIPTION:

This series contains a record of forfeitures or fines paid in the Justice of the Peace court in Bingham Canyon. The series was created in order to support the creation of the Justice of the Peace reports presented to the Bingham Canyon Town Council and to maintain a record of receipts from these sources. Entries show the name of the defendant, amounts paid, dates paid, and charge for which fined. Periodically, approximately at two week intervals, the amounts are totaled and followed with a certifying statement and the signature of the Justice of the Peace.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the material contained in the record. Destruction is justified by the lack of intrinsic value in the volume.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17458

4

TITLE: Justice of the Peace civil dockets

DATES: 1912-1914, 1939-1958.

ARRANGEMENT:

DESCRIPTION:

This series consists of three volumes which document the civil proceedings before the Bingham Canyon Justice of the Peace. The series was maintained in order to document the history of actions before the J.P. court. The series shows the names of the plaintiff(s), complainant, defendant(s), and justice of the peace; judicial precinct within which the proceedings took place; a transcript of the proceedings; judgment entered; and record of satisfaction of judgments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of the information contained in this series. The series is recommended for destruction, as destruction does not limit the research value of the material, which rests solely in its informational content. There is no intrinsic value to these records.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 4589

4

TITLE: Justice of the Peace criminal dockets

DATES: 1912-1925, 1927-1929, 1938-1951, 1955-1956.

ARRANGEMENT: Chronological by date of commencement of proceedings

DESCRIPTION:

This series documents the criminal proceedings before the Bingham Canyon Justice of the Peace. The series was maintained in order to document the history of the actions of the J.P. court. The series shows the names of the defendant, attorneys, justice of the peace, and complainant; charge against the defendant; dates of offense, issuance and return of arrest warrant, arraignment, and trial; fines and costs paid; and sentence. Additional information may be included, such as the names of jurors and witnesses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the research value of the records and the lack of intrinsic value to the original documents.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17460

4

TITLE: Justice of the Peace criminal minute books

DATES: 1910-1915.

ARRANGEMENT: Chronological by date of proceedings.

DESCRIPTION:

This volume is a record of the criminal proceedings before the Bingham Canyon Justice of the Peace. It was maintained in order to establish a record of the actions of the Justice of the Peace Court. Each entry consists of a case number, defendant name, and a description of the proceedings (e.g., continuance, dismissal, verdict, fine assessed, etc.). The entry may include additional information, such as the names of attorneys.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the research value of the information in the series and the poor condition of the original volume.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 4587

4

TITLE: Minutes

DATES: 1904-1972.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

This series, created by the Town Board and City Council of Bingham Canyon, documents the decision-making process of the municipal council, providing a historical record of municipal government decisions and, consequently, a history of the major events in Bingham Canyon. The minutes include information such as time, date, location and names of those present at meetings; roll call vote results; lists of proposed expenditures; motions introduced; and decisions made by the municipal government. Topics include approval of bills and budgets, approval of appointments to municipal jobs, proposed ordinances, provision of public works, and any other matters of immediate concern to the community. Occasionally, additional documents have been inserted into the volumes. These documents include affidavits from municipal officers in support of loan applications.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

This disposition is based on Municipal General Retention Schedule (1990), sched. 1, item 10. This series provides unique documentation of the major functions of Bingham Canyon.

AGENCY: Bingham Canyon (Utah)

SERIES: 4587

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17354

4

TITLE: Ordinance and resolution register

DATES: 1932-1957.

ARRANGEMENT:

DESCRIPTION:

This series contains the ordinances and resolutions passed by the Bingham Canyon Town Board (1932-1938) and City Council (1938-1957). These documents are pasted into a scrapbook which also includes proofs of publication. Publication of ordinances is required by state law [see Revised Statutes of Utah (1898), sec. 205; Compiled Laws of Utah (1907), sec. 205; Compiled Laws of Utah (1917), sec. 556; Utah Code (1933 and 1943), 15-6-12; Utah Code (1953), 10-6-12; Utah Code (1953, as amended 1984), 10-3-711]. Included is the text of the ordinance or resolution, date of passage, names of board or council members voting in favor, and certification of passage by the Town or City Clerk. Also included is certification by a local newspaper publisher of publication of the ordinance. Topics include regulation of traffic and parking, budgets, sanitation measures, official salaries, occupational licenses, and other matters within the jurisdiction of the municipal government.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on Municipal General Retention Schedule (1990), sched. 18, item 19. The material is of historical value, in that it uniquely documents the official actions of Bingham Canyon. Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Bingham Canyon (Utah)

SERIES: 17354

TITLE: Ordinance and resolution register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 4599

4

TITLE: Ordinances and resolutions

DATES: 1904-1971.

ARRANGEMENT:

DESCRIPTION:

This series consists of files containing the ordinances and a handful of resolutions passed by the Bingham Canyon Town Board (1904-1938) and City Council (1938-1971). This series documents the history of the laws of Bingham Canyon over the entire period that the municipality existed. Included in this series is the text of the ordinance or resolution accompanied by the names of the council or board members voting for the ordinance or resolution, the date of passage, and certification of passage by the Town or City Clerk. Topics include regulation of traffic and parking, budgets, sanitation measures, official salaries, occupational licenses, and other matters within the jurisdiction of the municipal government. The series also includes a copy of the "Revised Ordinances of 1930" and a few proofs of publication.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The disposition is based upon the historical value of this series to provide unique documentation of the major functions of the municipality of Bingham Canyon.

AGENCY: Bingham Canyon (Utah)

SERIES: 4599

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17414

3

TITLE: Payroll registers

DATES: 1967-1972.

ARRANGEMENT: None.

DESCRIPTION:

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: For records beginning in 1967 through 1972. Retain in Office for 3 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 4607

4

TITLE: Police arrest register

DATES: 1908-1917, 1932-1938.

ARRANGEMENT: Chronological by date of arrest.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This series is one volume of police arrest information. It was created in order to maintain a history of arrests in the Town of Bingham Canyon. The pages in this volume have spaces for the date of arrest, name of prisoner, offence alleged, name of arresting officer, and remarks. The remarks column usually contains information on the disposition of the case (e.g., release, amounts of fines imposed, etc.). In addition to arrest information, this volume contains a list of stolen cars on page 296 and a list of thefts in 1938 on page 219.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of this series in documenting the legal and criminal history of Bingham Canyon.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17415

1

TITLE: Receipts

DATES: 1904-1971.

ARRANGEMENT: None.

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1904 through 1971. Retain in Office for 3 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 17530

4

TITLE: Recorder's official records

DATES: ca. 1921-1952.

ARRANGEMENT: Chronological by date of document.

DESCRIPTION:

This series contains the surviving files of recorded documents from the City Recorder's office. Documents include wills, contracts, affidavits, and other documents which were filed with the City Recorder. The documents are maintained in order to establish a record of their existence. Filing the documents in the recorder's office could serve as a "back-up" in the event private individuals lost their own copies of important documents.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the research value of the material.

PRIMARY DESIGNATION:

Public

AGENCY: Bingham Canyon (Utah)

SERIES: 17417

1

TITLE: Warrant registers

DATES: ca. 1916-1923, 1960-1971.

ARRANGEMENT: Alphabetical by Account Name

DESCRIPTION:

A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1916 through 1971. Retain in Office for 7 years and then destroy.

AGENCY: Bingham Canyon (Utah)

SERIES: 17413

1

TITLE: Water users register

DATES: 1908-1955.

ARRANGEMENT: Chronological by Year of Payments; thereunder, alphabetical by name on account
DESCRIPTION:

These files consist of copies prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies (UCA 70A-2-725).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1908 through 1955. Retain in Office for 4 years and then destroy.