Retention and Classification Report

Agency: Box Elder County (Utah). County Clerk (92)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
435-734-2031

Records Officer: _____

10284	Contracts
25624	Emergency operations plan
82843	Marriage license applications
23143	Marriage license record book indexes
23142	Marriage license record books
06121	Marriage licenses
10281	Oaths of office
10282	Official bonds
12354	Resolutions
30204	Voter registration records

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284 3
TITLE: Contracts
DATES: 1912-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: For records beginning in 1977 and continuing to the present. Retain in Office for 7 years after expiration of contract and then destroy.

Paper: For records beginning in 1912 through 1977. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284
TITLE: Contracts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 25624 3
TITLE: Emergency operations plan
DATES: 2004-
ARRANGEMENT: Chronological, thereunder numerical by chapter number
DESCRIPTION:

These files are used to prepare county-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-305(11)

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843 3
TITLE: Marriage license applications
DATES: 1974-
ARRANGEMENT: Numerical by application number
DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843
TITLE: Marriage license applications

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23143 3
TITLE: Marriage license record book indexes
DATES: 1887-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These books index the reocrd books kept by the County Clerk. For each name, the record book and page number is given, and in some cases, the license number as well.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of these records in documenting marriages.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23142 3
TITLE: Marriage license record books
DATES: 1887-
ARRANGEMENT: Chronological
DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6121 4
TITLE: Marriage licenses
DATES: i 1887-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains copies of the marriage licenses granted in Box Elder County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281 1
TITLE: Oaths of office
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

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 State Archives permanently with authority to weed.

APPRAISAL:

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

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281
TITLE: Oaths of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282 3
TITLE: Official bonds
DATES: 1881-
ARRANGEMENT: Chronological
DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (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 County official records, GRS-305.

AUTHORIZED: 07-06-2018

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 Office permanently.

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

APPRAISAL:

These records have administrative value(s).

Official bonds have administrative value by providing evidence that required bonds have been posted in accordance with state law.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282
TITLE: Official bonds

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354 1
TITLE: Resolutions
DATES: 1905-
ARRANGEMENT: Chronological, thereunder numerical by resolution number
DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

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:

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 30204 3
TITLE: Voter registration records
DATES: 1992-
ARRANGEMENT: Chronological by registration year, thereunder alphabetical by name.
DESCRIPTION:

These are various forms are used to register all eligible voters in Box Elder County. Information on the forms may include voter's name, address, birth date, birth place, last address where previously registered, political party (optional), date, drivers license numbers, partial social security numbers, signature and sworn statement.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voter registration records, GRS-288.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Administrative Fiscal Historical Legal
Voter registration records are permanent by legal mandate, Utah Code 20A-2-104.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 30204
TITLE: Voter registration records

(continued)

PRIMARY DESIGNATION:

Public	Utah Code 63G-2-301(2)(l)(2020)

SECONDARY DESIGNATION(S):

Private.	Voter's driver license or id card number; social security number or last four digits of SSN; email; date of birth; phone number are considered private under Utah Code 63G-2-302)(1)(j,k,l,m)(2021)