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: _____

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AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84091 4
TITLE: Articles of incorporation record books
DATES: 1870-1961.
ARRANGEMENT: Alphabetical by book letter, thereunder chronological.
DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Box Elder County Clerk by newly organized corporations. The record books were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.
Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84091
TITLE: Articles of incorporation record books

(continued)

APPRAISAL:

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

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84098 4
TITLE: Birth registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year
DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, sex, race, color, parents' names, residence, name of the party making the report, and an assigned number.

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 after microfilming.

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).

These are historical records which contain vital statistics information. Also important for legal purposes. They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12226 1
TITLE: Bonds, resolutions, and ordinances and index
DATES: 1892-1916.
ARRANGEMENT: Alphabetical by letter in alphabet
DESCRIPTION:

These are official bonds, resolutions, and ordinances. From 1892 to 1912 these records were filed together. These are the bonds forthe county elected officials, and the county ordinances and resolutions approved by the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82942 3
TITLE: Box Elder Fair Board minutes
DATES: 1937-1946.
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of the proceedings of regular and special meetings of the Box Elder County Fair Board. They are used to document of decisions of the Board. They contain the date, time, and location of the meeting; board members absent and those present; summary of proceedings including decisions made; and time of adjournment. The volume also includes financial reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This retention is based upon the administrative and historical value of these records. These minutes document the decisions of the Board in the planning and in the holding of the annual Box Elder County Fair. It is not known whether additional minutes exist, but these are the only ones stored with the county clerk. This volume is also important to document the homefront activities during World War II and local government response to wartime demands.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81736 3
TITLE: Civil Works Administration projects files
DATES: 1933-1934.
ARRANGEMENT: numerical by project number
DESCRIPTION:

These files document Civil Works Administration (CWA) projects supported by Box Elder County and the State of Utah civil works projects. These files contain: Applications for Approval of Civil Work Projects (name, details of project, and cost), diagrams, and a list of all Civil Work Projects in Box Elder County (project number, name of project, date of opening, date of closing, and the CWA Credit extended).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

these files have lost all of their administrative value, but their historical value continues. These files document the efforts of civil works projects in Box Elder County in providing work for unemployed persons.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284 1
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 proposed and has not yet been approved.

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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9935 3
TITLE: Correspondence
DATES: 1900-1901.
ARRANGEMENT: None
DESCRIPTION:

This small packet of letters is labeled "Letters of Importance for the Year 1901" and includes correspondence to the Box Elder County Clerk regarding various cases before the district court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This correspondence documents the history and functions of the county clerk and has research value.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 84099 4
TITLE: Death registers
DATES: i 1898-1905.
ARRANGEMENT: Chronological by year
DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has an assigned number, the name of the decedent, age, sex, race, color, term of residence, birthplace, marital status, occupation, last place of residence, causes of death, date of death, name or party making out report.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

These are historical records that have vital statistics information. They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6258 3
TITLE: Election official register
DATES: 1960-1970.
ARRANGEMENT: None
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 25624 1
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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-305(11)

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10283 1
TITLE: General administrative records
DATES: c 1910-1945.
ARRANGEMENT: chronological
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9927 3
TITLE: General ledgers
DATES: 1897-1923.
ARRANGEMENT: None
DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9647 3
TITLE: Honeyville voter registration book
DATES: 1939; 1951-1953.
ARRANGEMENT: Alphabetical.
DESCRIPTION:

This series consists of a corrected list of names of the official register for election district 1, Honeyville town, Box Elder County, State of Utah, for the municipal election held Tuesday, November 7, 1939. Later voter registration lists are not retained.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records prior to and including 1939. Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1940 and continuing to the present. Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Voter registration books have administrative value by providing evidence that residents are registered to participate in elections. They may be retained until superseded, after which they may be destroyed. Pre-1940 registers, however, are considered permanent and are retained as a sample.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 17890 4
TITLE: Incorporation case files
DATES: 1873-1961.
ARRANGEMENT: Numerical by case file number
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Box Elder and serve as evidence of"due incorporation of the corporation [UCA 16-2]."
Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created. Even though the series officially ended in 1961, several case files were added to through 1979.

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.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 17890
TITLE: Incorporation case files

(continued)

APPRAISAL:

These records have historical value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947 4
TITLE: Incorporation case files of LDS church wards
DATES: 1886-1901.
ARRANGEMENT: Alphabetical by LDS Church Ward
TOTAL VOLUME: 4.00 reels.
DESCRIPTION:

These case files contain Articles of Incorporation filed with the Box Elder County Clerk by LDS Church Wards. The articles of incorporation were required to be filed with the County Clerk and State to ensure that the laws which pertained to the organization were adhered to. The actual articles of incorporation record the following: names of the corporation officers including the President which was filled by the Bishop of the ward, names of the ward members, and oaths of office. The Articles of Incorporation state that the members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated " that any number of persons associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themseleves as provided in this Act (Laws of Utah, 1878, chap., 18, sec., 1).

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books.

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.

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

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

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947
TITLE: Incorporation case files of LDS church wards

(continued)

APPRAISAL:

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

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14945 4
TITLE: Incorporation records index
DATES: 1900-1961.
ARRANGEMENT: Alphabetical by corporation name.
DESCRIPTION:

This series is an alphabetical index to the Incorporation Case Files and Record Books for Box Elder County. The entries are alphabetical by corporation name. Each entry records the following: Name of corporation, Instrument (i.e. oath, articles, amendment, bond, etc.), date of filing, file number, record book number, and record book page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center 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).

This disposition is based on the the historical value of these records to document the incorporation of businesses within Box Elder County. They are important to the researcher.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12854 3
TITLE: Limited partnership files
DATES: 1911-1988.
ARRANGEMENT: Alphabetical by first letter, thereunder chronological
TOTAL VOLUME: 1.00 reel.
DESCRIPTION:

These files document the filing of limited partnerships with the county clerk. A limited partnership is "a partnership formed by two or more persons" under the provisions of UCA 48-2-1, "having as members one or more general partners and one or more limited partners" (UCA 48-2-1 (1993)). Persons desiring to form a limited partnership shall "file for record the certificate in the office of the county clerk of the county in which the principal place of business of the partnership shall be situated" (UCA 48-2-2(1)(b)). These files contain affidavits, agreement and certificate of limited partnership (notarized original) and cancellation of certificate of agreement. The separate index includes date partnership formed, name, and date filed. In 1990, the law was revised and changed the filing requirements to the Utah State Division of Corporations and Commercial Code (Laws of 1990, ch. 233, 71). In 1994, the Utah Revised Uniform Partnership Act (Laws of 1994, ch. 61) totally revised all requirements and repealed all previous provisions. All files held by the individual county clerks were then transferred to the State (see Series 13995 and 13998). The archives retains the microfilm master. Includes an index.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12854
TITLE: Limited partnership files

(continued)

APPRAISAL:

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

This disposition is based on the administrative and historical value expressed by department.

PRIMARY DESIGNATION:

Public

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 proposed and has not yet been approved.

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: 23352 4
TITLE: Marriage licenses and applications
DATES: 1887-1898.
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

This series contains copies of the applications for marriage licenses and copies of the marriage licenses. Applications include the names of the individuals to be married, their residence, age, and the date of the application. The applications also contain a form for the consent of a parent or guardian if either party to the marriage is a minor. The licenses include the names of the individuals , the date the license was issued, the date of the marriage, and the signatures of the person officiating at the marriage as well as the witnesses.

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 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 historical, and/or legal value(s).

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

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23352
TITLE: Marriage licenses and applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12225 1
TITLE: Miscellaneous index
DATES: 1906-1934.
ARRANGEMENT: Alphabetical by letter of alphabet
DESCRIPTION:

This is an index to recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). They were traditionally instruments which did not include a legal description. The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION:

Permanent. Retain for 1 year(s)

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81739 3
TITLE: National Guard discharge certificates
DATES: 1926-1950.
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

This file documents the service of Box Elder County residents in the National Guard and their discharge from service. On these certificates is recorded the name, rank and unit; date of birth; description; enlistment record; and signature. Included are loose papers dated 1934-1941 of enlistments to and discharges from the National Guard.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This file will used valuable in the research of the national guard in Box Elder County. It is a welcomed addition to the Archives military records.

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: 81738 3
TITLE: Selective Service card file and index
DATES: 1941-1945.
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

This card files serves as a record of all Box Elder residents serving in the military during World War II. Each card contains the name; local selective service number; rank; serial number; branch of service; whether enlisted, inducted, or commissioned; date of termination of service; date of birth; place of birth; name of parents; name and address of next of kin; marital status; name of spouse; and a record of service in World War II. The files also include a paper listing of all cards providing name, branch of service, and home town.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These cards document the service of Box Elder County men and women in World War II. It is valuable contribution to resources to the Archives collection of military records.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81733 3
TITLE: State relief files
DATES: ca. 1932-1934.
ARRANGEMENT: none
DESCRIPTION:

This file documents state relief efforts within Box Elder County during the Great Depression. These files contain correspondence from county and state relief agencies (State Advisory Committee on Public Welfare and Emergency Relief and the Governor's Central Committee on Emergency Relief for Utah), budget reports, and lists of dependents.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This file has lost all of its administrative value, but its historical value continues. It documents governmental efforts in aiding the unemployed in one of Utah's counties.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 81740 3
TITLE: United States Department of Labor emergency conservation work files
DATES: 1933-1934.
ARRANGEMENT: Numerical by application number
DESCRIPTION:

These files document the activities of the federal Civilian Conservation Corps. in Box Elder County during the Great Depression. The files include the application (name of organization, address, name, address, employment history, list of dependent relatives, and work experience); physical examination; memoranda on work orders; related experience; lists of inexperienced men; and statistical record of Utahns enrolled in the CCC. Applications were coordinated by the county clerk and the county emergency relief committee.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This file not only documents the activities of the CCC in Box Elder County, but the personal story of individual people trying to find work in during the depression. It will be useful to researchers looking at the depression in Northern Utah.

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)

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82958 3
TITLE: Warrant registers
DATES: 1897-1907.
ARRANGEMENT: Numerical by claim number
DESCRIPTION:

These volumes contain a listing of bills presented to the county commission for payment. This register consists of two volumes numbered 1 and 2. They include the number of the claim, name of the claimant, when filed (month, date, year), amount of claim, paid from what fund, when allowed, amount allowed, number of warrant, page of minutes when discussed by the county commission, and when received.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This retention is based upon the historical value of these records. This type of record is usually only maintained for audit and then discarded. These are kept to serve as samples of this type of register and as an index to the council minutes.

PRIMARY DESIGNATION:

Public