

## Retention and Classification Report

**Agency:** Cache County (Utah). County Clerk (128)

179 North Main, #102  
Logan, UT 84321

**Records Officer:** \_\_\_\_\_

30498	2020 Election returns
30496	Administrative hearing records and notices of appeals
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**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30498

3

**TITLE:** 2020 Election returns

**DATES:** 2020

**ARRANGEMENT:** Chronological by election date

**DESCRIPTION:**

These records are election returns, and include ballot envelopes, ballots, tabs, and other related materials from each Cache County election precinct for the 2020 primary and general election.

Series includes voted/unvoted ballots, and test decks.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

**AUTHORIZED:** 09-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 22 months and then destroy.

**APPRAISAL:**

These records have legal value(s).

These records were placed on legal hold in 2020 due to ongoing litigation. Disposition was delayed.

**PRIMARY DESIGNATION:**

Protected

Protected. Utah Code 20A-4-202 (2022).

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30496

3

**TITLE:** Administrative hearing records and notices of appeals

**DATES:** 2000-

**ARRANGEMENT:** Chronological by hearing date.

**DESCRIPTION:**

These records document the hearings held to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public, or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, notices of appeal and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidentiary information contained in these files and the documentary value of the governmental entity's regulatory process.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30496

**TITLE:** Administrative hearing records and notices of appeals

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30492

3

**TITLE:** Board of Equalization records

**DATES:** 2019-

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

These records support and document decisions made by the Board of Equalization. They include valuation notices, appraisal reports, notices of adjustment, and lists of appeals.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of Equalization records, GRS-234.

**AUTHORIZED:** 05-18-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30491

3

**TITLE:** Business license records

**DATES:** 2019-

**ARRANGEMENT:** Chronological by date filed.

**DESCRIPTION:**

These files contain information on all business licenses issued by Cache County. All businesses are required to be licensed before conducting business within county boundaries. Records may contain the application, proof of payment, and approval forms from regulatory departments.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30491

**TITLE:** Business license records

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30501

3

**TITLE:** Business license register

**DATES:** 1983-

**ARRANGEMENT:** Chronological by filing date

**DESCRIPTION:**

These records are a register or index of licensed businesses operating within Cache County boundaries. Information may include the type of license issued, applicant, address, business name, and date.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Business license registers and indexes, GRS-289.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their contribution to knowledge and understanding of the people and communities of our state.



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30501

**TITLE:** Business license register

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30509

3

**TITLE:** Cache-Logan Airport project files

**DATES:** 1985-1993

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Series contains project files related to the construction and management of the Cache-Logan Airport. Records include holding reports, consulting and engineering firm results, plans, financial reports, and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30509

**TITLE:** Cache-Logan Airport project files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12)(2022).

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30497

3

**TITLE:** Contracts and agreements

**DATES:** 1950-

**ARRANGEMENT:** Chronological by filing date.

**DESCRIPTION:**

These records document contractual agreements entered into by Cache County for products or services. Records may include preliminary requirements, contractor payments, bids, and the signed contract.

**RETENTION:**

Retain for 7 year(s) after final action

**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: Retain in Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30497

**TITLE:** Contracts and agreements

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30493

3

**TITLE:** County council closed meeting minutes and recordings

**DATES:** 2004-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

This series contain meeting minutes and recordings collect during county council meetings that have been closed to the public as per Utah Code 52-4-206(1)(a) and (2)(2014). Recordings are required for the closed portion of meetings of a public body, except as provided by statute, and are considered the official record of that meeting.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have legal value(s).  
Kept permanently as per legal need according to Utah Code 52-4-206(1)(a) and (2)(2014).

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30493

**TITLE:** County council closed meeting minutes and recordings

(continued)

**PRIMARY DESIGNATION:**

Private

Utah 63G-2-301(2)(c)(2020)

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30486

3

**TITLE:** Executive correspondence

**DATES:** 1940-

**ARRANGEMENT:** Chronological by date sent.

**DESCRIPTION:**

This series includes correspondence both sent and received by Cache County officials. Records document material discussions and decisions made, and span a wide range of topics, correspondents, and formats.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).  
Records document the decision making process of county officials.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30502

3

**TITLE:** Highway development plans

**DATES:** 2018-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are comprehensive plans for the development of State Roads 30 and 23 in Cache County. Series includes UDOT development plans, record of decision making, environmental impact evaluations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 26 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30502

**TITLE:** Highway development plans

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23375

3

**TITLE:** Marriage certificate record books

**DATES:** 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These volumes record marriage certificates as filed with the Cache County Clerk's office.

**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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 83780

4

**TITLE:** Marriage license applications

**DATES:** 1911-

**ARRANGEMENT:** Chronological, thereunder numerical by application number

**DESCRIPTION:**

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and date of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously marries); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

**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 for 75 years and then transfer to State Archives with authority to weed.

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

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 23374

3

**TITLE:** Marriage license indexes

**DATES:** 1888-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These name indexes provide access to the marriage licenses and marriage certificate books held by the Cache County Clerk's office.

**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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

3

**TITLE:** Marriage licenses

**DATES:** i 1887-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains copies of the marriage licenses granted in Cache 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:**

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

Paper: For records beginning in 1888 through 1903. Retain in Office permanently.

Digital image: Retain in Office permanently.

Paper: For records beginning in 1904 and continuing to the present. Retain in Office for 75 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the life and marriages of county citizens.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 6122

**TITLE:** Marriage licenses

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 84374

3

**TITLE:** Official election registers

**DATES:** 1976-

**ARRANGEMENT:** alphanumerical by district, thereunder alphabetical by voter's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These books are the official listing of registered voters in Cache County for the primary and general elections. There is a booklet for each election district in the county. Voters are required to register with the county clerk or local election registrars prior to election day (UCA 20-2). These registers contain a listing of persons who voted at least once in the previous two years or registered since 1974. These lists are used at the polls by election judges to identify registered voters and to record ballot numbers on election day. After the election they are used for comparison when canvassing the election and later to prepare new registers for the next election. They include: name of voter, ballot numbers (bond, special, primary, general); year last voted; city; and for some voters their address.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

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 12 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on the administrative needs expressed by the office and the historical value of the records. Because it is impossible to maintain all official registers, they have been



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 84374

**TITLE:** Official election registers

(continued)

sampled for over a twenty-year period keeping those for years that end in six (1966, 1976, 1986, 1996).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2023.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30484

3

**TITLE:** Ordinances and codifiers

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the ordinances passed by the county commission. Ordinances are rules, laws or statutes adopted by the county's legislative body. Records include codified ordinances and indexes..

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need has been met and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These records document the legislative action of the county's governing body

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30499

3

**TITLE:** Petition records

**DATES:** 1950-

**ARRANGEMENT:** Chronological by submission date.

**DESCRIPTION:**

These records are petitions submitted to the Cache County Commission proposing action. Information may include a statement of purpose on proposed action, signatures and addresses of petitioners, designated sponsors, actions of the legislative body, and related records.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Submitted petition records, GRS-1730.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This retention is based upon the historical nature of these documents. Records reflects the concerns of residents to existing problems. Though these issues were frequently discussed in commission members and are mentioned in the minutes of these meetings, the actual petitions indicate the names of persons supporting the call for changes.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30499

**TITLE:** Petition records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30485

3

**TITLE:** Resolutions

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion adopted by the county commission.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These records document decision-making of the county's legislative body.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30500

3

**TITLE:** Revenue bond records

**DATES:** 1960-

**ARRANGEMENT:** Chronological by issue date

**DESCRIPTION:**

These bonds are issued by the county commission payable solely from revenues attributable to the extension and improvements to revenue producing facilities.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal revenue bonds, GRS-791.

**AUTHORIZED:** 11-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30487

3

**TITLE:** Tax abatements

**DATES:** 2014-

**ARRANGEMENT:** Chronological by filing date

**DESCRIPTION:**

These records are used for granting exemption of property taxes in Cache County for specific conditions. Information includes parcels owned, the abatement amount, and status.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax abatement records, GRS-225.

**AUTHORIZED:** 12-04-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on the data provided on individuals and their property which may be of interest to genealogical researchers or economic historians studying benefit programs.

**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30487

**TITLE:** Tax abatements

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Cache County (Utah). County Clerk

**SERIES:** 30495

3

**TITLE:** Warrant register

**DATES:** 2017-

**ARRANGEMENT:** Chronological by issue date.

**DESCRIPTION:**

These registers are numerical listings of check numbers of all checks issued by the county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public