

Retention and Classification Report

Agency: Carbon County (Utah). County Clerk (234)

Carbon County Courthouse
120 East Main
Price, UT 84501
435-637-4700

Records Officer: _____

14765	Business license applications
06038	Cemetery records index
23393	Marriage license indexes
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06341	Marriage licenses
28207	Personnel Files
03732	Warrants

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

3

TITLE: Business license applications

DATES: 1960-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County license books, GRS-266.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

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

Microfiche duplicate: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

TITLE: Business license applications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6038

3

TITLE: Cemetery records index

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23393

3

TITLE: Marriage license indexes

DATES: 1894-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This series consists of index books that index the names of individuals obtaining marriage licenses in Carbon County.

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395

3

TITLE: Marriage license record books

DATES: 1894-

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:

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: Carbon County (Utah). County Clerk

SERIES: 6341

3

TITLE: Marriage licenses

DATES: i 1894-

ARRANGEMENT: Chronological, thereunder numerical by license number
DESCRIPTION:

This series contains copies of the marriage licenses granted in Carbon County. This 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:

These records are in Archives' permanent custody.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have legal value(s).

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341

TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207

3

TITLE: Personnel Files

DATES: 1955-

ARRANGEMENT: Chronological by date of employment and thereunder alphabetical

DESCRIPTION:

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years or until it otherwise meets retention or until microfilmed and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years or until it otherwise meets retention or until microfilmed and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732

3

TITLE: Warrants

DATES: 1897-

ARRANGEMENT: Numerical by warrant number

DESCRIPTION:

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (1995)).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(f) (2008)