

## 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:** \_\_\_\_\_

03720	*Account sheets
15310	*Articles of incorporation record books
29770	*Birth reports
14765	Business license applications
06038	Cemetery records index
03695	*Correspondence
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29793	*Selective Service Record
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03732	Warrants
85306	*Wills

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

**SERIES:** 3720

3

**TITLE:** Account sheets

**DATES:** 1940-1947.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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:** 15310

4

**TITLE:** Articles of incorporation record books

**DATES:** 1881-1961.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 10.00 reels.

**DESCRIPTION:**

These volumes record copies of Articles of Incorporation filed with the Carbon County Clerk by newly organized corporations. The registers 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 the registration of corporations became the sole responsibility of the Secretary of State.

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

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

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

**SERIES:** 15310

**TITLE:** Articles of incorporation record books

(continued)

**APPRAISAL:**

These records have historical value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies and their authorization to do business in Utah, 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:** Carbon County (Utah). County Clerk

**SERIES:** 29770

3

**TITLE:** Birth reports

**DATES:** 1898-1904.

**ARRANGEMENT:** Chronological by report date.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**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 or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the process of reporting births in the state between 1898 and 1905. It also has genealogical value as primary documentation of the birth of individuals.

**PRIMARY DESIGNATION:**

Public

**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:** 3695

3

**TITLE:** Correspondence

**DATES:** 1904-1946.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Incoming and copies of out-going correspondence with the county clerk's office. Includes correspondence on behalf of the county commission for which the clerk was the secretary.

**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).

Disposition based on the value of these records in documenting the office's achievements, decisions, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3707

3

**TITLE:** Deeds

**DATES:** 1930-1939.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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:** 3708

3

**TITLE:** Election records

**DATES:** 1900-1914.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29822

3

**TITLE:** Field Notes of the Survey of Highways

**DATES:** 1894-1909.

**ARRANGEMENT:** Numerical by highway number.

**DESCRIPTION:**

These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Survey field books, GRS-1169.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of early roads in the county.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25119

3

**TITLE:** Incorporation case files

**DATES:** 1881-1961.

**ARRANGEMENT:** Numerical by case 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 Carbon County 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently or until microfilmed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Because of the importance of incorporation information the county clerk was required by law [UCA sections 3 and 16] to maintain incorporation case files and record books

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

**SERIES:** 25119

**TITLE:** Incorporation case files

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25121

3

**TITLE:** Incorporation indexes

**DATES:** 1881-1961.

**ARRANGEMENT:** Chronological with alphabetical entries.

**DESCRIPTION:**

These indexes provide access by name to companies incorporated in Carbon County. They list the name of the company and the book and page number where the incorporation was recorded.

**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 administrative, and/or historical value(s). Because of the importance of incorporation information 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:** 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:** 3703

3

**TITLE:** Officials bond register

**DATES:** 1896-1949.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the 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 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 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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting payments owed to the county.

**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:** 83869

3

**TITLE:** Register of Births

**DATES:** 1898-1905, 1918.

**ARRANGEMENT:** Chronological by reporting date and roughly chronological by birth date.

**DESCRIPTION:**

These records contain birth registers recorded during the years 1898 to 1905. Each entry has the date of birth, sex, race, color, parents, residence, the name of the informant, and an assigned number. Also included are anomalous entries for the years 1918 and 1919.

**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 or until administrative need ends 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.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These are historical records with vital statistics information, they should be kept permanently.

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

**SERIES:** 83869

**TITLE:** Register of Births

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83870

3

**TITLE:** Register of Deaths

**DATES:** i 1898-1905.

**ARRANGEMENT:** Generally chronological by reporting date and roughly chronological by death date.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**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 or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These are historical records with vital statistics information.

They should be kept permanently.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 29793

3

**TITLE:** Selective Service Record

**DATES:** 1917-1970.

**ARRANGEMENT:** Alphabetical by first letter of surname, thereunder chronological by registration date or alphabetical by name.

**DESCRIPTION:**

This series contains a record of individuals from Carbon County who registered for selective service and who served in armed forces.

**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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as compiled documentation of those who served in the military from Carbon County.

**PRIMARY DESIGNATION:**

Private

This series contains information, such as birth dates and military serial numbers, that should be treated as private. (Utah Code 63G-2-302)

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

**SERIES:** 29793

**TITLE:** Selective Service Record

(continued)

**SECONDARY DESIGNATION(S):**

Public.

Information regarding individuals who were over 21 years old at the creation of the record is considered public after 75 years. Information regarding those under 21 is considered public after 100 years.

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

**SERIES:** 3731

3

**TITLE:** Warrant registers

**DATES:** 1894-1915.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**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)

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

**SERIES:** 85306

4

**TITLE:** Wills

**DATES:** i 1906-1966.

**ARRANGEMENT:** none

**DESCRIPTION:**

A legal instrument which divides a person's possessions and assets among his/her beneficiaries. Wills are administered by probate courts if the need arises and give information concerning the executor of the estate, as well as the signatures of witnesses and attorneys involved. A will may be divided into several sections and cover a variety of topics that concern the estate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1906 through 1966.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1906 through 1966.  
Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).  
Disposition based on the value of these records in documenting the property of individuals and how their estate was divided.  
These records are valuable to genealogists as well as descendants.

**PRIMARY DESIGNATION:**

Public