

Retention and Classification Report

Agency: Davis County (Utah). County Commission (256)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

03742	*Administrative records
05885	*Maps
84227	Minutes
15118	Minutes indexes
22560	Ordinances

AGENCY: Davis County (Utah). County Commission

SERIES: 3742

3

TITLE: Administrative records

DATES: 1883-1967.

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: Davis County (Utah). County Commission

SERIES: 5885

3

TITLE: Maps

DATES: 1962-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These maps are any random maps that have not been identified into a specific category

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Commission

SERIES: 84227

4

TITLE: Minutes

DATES: 1852-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting, equipment purchasing and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; incorporating municipalities; and by the late 1940s, zoning and planning.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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.

AGENCY: Davis County (Utah). County Commission

SERIES: 84227

TITLE: Minutes

(continued)

APPRAISAL:

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

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Commission

SERIES: 15118

4

TITLE: Minutes indexes

DATES: 1931-

ARRANGEMENT: The volumes are arranged chronologically. Each index is arranged alphabetically by the first letter of the type of

DESCRIPTION:

These handwritten volumes index volumes H through S of the minutes of the Davis County Commission. Columns record the type of proceedings or the name(s) of interested parties, the date, and the book and page(s) in the minutes in which the proceedings are entered. The existence of any indexes to minutes before volume H is unknown. The Davis County Clerk, as the secretary for the Davis County Commission, may hold other index volumes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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 permanently after being microfilmed.

APPRAISAL:

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

This disposition is based on the usefulness of the indexes in accessing the county commission minutes, the main legal record of the county.

AGENCY: Davis County (Utah). County Commission

SERIES: 15118

TITLE: Minutes indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Commission

SERIES: 22560

1

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Chronological, thereunder numerical by ordinance number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

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.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Ordinances have historical value because they document the legal infrastructure of the agency, as well as the changes to the law over time.

AGENCY: Davis County (Utah). County Commission

SERIES: 22560

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public