

## Retention and Classification Report

**Agency:** Davis County (Utah). County Clerk (258)

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

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

11595	Absent voters register
11603	Campaign finance reports
11608	Candidacy declaration forms
11613	Election results
06344	Marriage license applications
06040	Marriage licenses
28748	Oaths of office
11607	Official register of voters/voter registration file list
11625	Ordinance and indexes
11626	Organizational files
28474	Petition Files
11631	Resolutions
11612	Voter registration forms

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

**SERIES:** 11595

1

**TITLE:** Absent voters register

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official registers of absentee voters. They are used to document registered voters who did not vote in person and made application to vote absentee. The register includes election and year, name of absent voter, address of absent voter, date ballot mailed, voting district, date absent voter application received, ballot number, date mailed to absent voter, and date ballot received.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative value has been met.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11603

3

**TITLE:** Campaign finance reports

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name with office title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Financial reports for campaign contributions and expenditures submitted by all candidates (community council candidates are exempted) for county elective offices, or any other that candidate that is required to file reports with the County Clerk as directed by Utah Code.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these records to document local political campaign financing.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11608

3

**TITLE:** Candidacy declaration forms

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder alphabetical by candidate's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Declaration of candidacy forms filed by persons intending to become candidates for an election for partisan and non-partisan offices as outlined in the the Utah Code (20A-9-202--Election Code). Davis County's candidacy declaration forms contain: candidate's name, address, telephone number, party affiliation, and office sought.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

At the completion of the 22-month election returns retention period specified in UCA 20A-4-202, the county has no reason to maintain these records and feels they should be destroyed.

**RETENTION JUSTIFICATION:**

o Most of the parties who have filled out one of these forms never become a candidate on the ballot.??o At the completion of the 22-month election returns retention period (UCA 20A-4-202), the County has no reason to maintain these records and feels they should be destroyed. They are never referenced again. Records containing the actual candidates and any pertinent information are maintained permanently.??o There is no legal value to these records, there is no fiscal value, the administrative value has passed, and the county records officer can't see an historical value, since most of these people never even became a candidate.

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

**SERIES:** 11608

**TITLE:** Candidacy declaration forms

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11613

3

**TITLE:** Election results

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the official tabulation results of all county races and ballot issues of an election. They serve as the official tally of votes for primary, special, and general elections. Paper report retained in the official canvass minutes. Electronic files will be kept by the county IT department and will be displayed on the internet for public access.

**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 election ballots and returns, GRS-262.

**AUTHORIZED:** 09-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 6344

3

**TITLE:** Marriage license applications

**DATES:** 1916-

**ARRANGEMENT:** Chronological according to year, thereunder numerical by license 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 may include: application number; names and addresses of couple; signatures of applicants; 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 until microfilmed and then transfer to State Archives provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

These records valuable information for genealogists and historians on individuals legally married in Utah.

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

**SERIES:** 6344

**TITLE:** Marriage license applications

(continued)

**PRIMARY DESIGNATION:**

Exempt

UCA 26-2-22



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

**SERIES:** 6040

4

**TITLE:** Marriage licenses

**DATES:** 1887-

**ARRANGEMENT:** Numerical by license number.

**DESCRIPTION:**

Records in this series pre-1947 contain copies of the marriage licenses applications and copies of the marriage licenses. Records in this series post-1947 contain marriage licenses only. Applications include the names of the individuals to be married, their residence, age, and the date of the applications. 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. The first reel begins with copies of marriage certificates dating from 1887-1888. The certificates include the names of the bride and groom, the city and county of their residence, the date and place of marriage, the names of the officiator and witnesses, and the date filed by the clerk. These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license 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

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

**SERIES:** 6040

**TITLE:** Marriage licenses

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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 historical value(s).

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (75 years).

**SECONDARY DESIGNATION(S):**

Public

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

**SERIES:** 28748

1

**TITLE:** Oaths of office

**DATES:** 1983-

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices.

**RETENTION:**

Retain permanently

**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 for 50 years and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the swearing in of county officials.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

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

**SERIES:** 11607

1

**TITLE:** Official register of voters/voter registration file list

**DATES:** undated

**ARRANGEMENT:** Chronological, thereunder numerical by voting district

**DESCRIPTION:**

This is an official list of registered voters. Available information includes the: name, address, birth date, phone number, political party affiliation and voting history of the registrant. Reports may be generated by various criteria, i.e. countywide, precinct, district, political party, etc.

**RETENTION:**

Retain for 4 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 1945 through 2009. Retain in Office for 4 years and then destroy provided pre-1940 registers retained permanently.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 4 years and then delete.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11625

1

**TITLE:** Ordinance and indexes

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document the rules, laws or statutes adopted by a legislative action of the county commissioners. Records include codified ordinances and may include indexes.

**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.

Microfilm master: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**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:** Davis County (Utah). County Clerk

**SERIES:** 11626

3

**TITLE:** Organizational files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the county. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers. These records are included in the annual financial report.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 28474

1

**TITLE:** Petition Files

**DATES:** 1900-

**ARRANGEMENT:** Alphanumeric by petition packet number

**DESCRIPTION:**

These files contain the formal written petitions from county residents submitted to the county. Each petition contains a statement of purpose on proposed action as well as a name, signature, birth date, age, and address for each petitioner. Signatures must be verified to determine whether petitioners are registered voters, and to ensure no multiple signatures are counted. See Utah Code Ann. 20A-7-206.

When petitions have been approved, a master list is created and maintained by the Clerk's Office; upon completion, the master list is a public record. Original petitions are then transferred to the Lt. Governor's Office if the petition is a state-wide initiative; county initiatives follow the retention schedule. The finalized electronic record shall be considered the public record. These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-20-1.7 (2000)). Signatures must be verified to determine whether petitioners are registered voters.

**RETENTION:**

Permanent. Retain for 5 year(s) after resolution of issue

**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 for 5 years after issue resolved/final decision and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years after issue resolved/final decision and then transfer to State Archives with

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

**SERIES:** 28474

**TITLE:** Petition Files

(continued)

authority to weed.

**APPRAISAL:**

These records have administrative value(s).

Administrative, as per UCA 20A-7-206

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. As per Utah Code 63G-2-302(2)(d), 63G-2-305(11) and 63G-2-305(12)



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

**SERIES:** 11631

1

**TITLE:** Resolutions

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

Local legislative bodies may exercise administrative powers by issuing resolutions. Records include formal opinions, decisions, and authorization issued by resolution.

**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.

Microfilm master: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11612

3

**TITLE:** Voter registration forms

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are forms submitted by persons applying to be a registered voter in the State of Utah, as required by Utah Code. They include the voter's name, address, birthdate, birthplace, last former address previously registered, political party(optional), signature and sworn statement of the person completing the form, and the date. "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other organized system. These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2010)). They include the voter's name, address, birth date, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent county wide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2010).

**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 3 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.

Computer data files: Retain in Office permanently.

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

**SERIES:** 11612

**TITLE:** Voter registration forms

(continued)

**PRIMARY DESIGNATION:**

Private social security number, signature and driver's license

**SECONDARY DESIGNATION(S):**

Public. name, address, political party, telephone number and voting precinct