

## Retention and Classification Report

**Agency:** Duchesne County (Utah). County Commission (308)

Duchesne County Administrative Bldg  
734 North Center St, P.O. Box 270  
Duchesne, UT 84021  
435-738-2683

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

05888	Geological map
10216	Minutes
10286	Ordinances
05616	*Property tax exemption applications
17471	Resolutions

**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 5888

3

**TITLE:** Geological map

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

Geologic map of Duchesne River area, Wasatch and Duchesne counties.

**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:** Duchesne County (Utah). County Commission

**SERIES:** 10216

4

**TITLE:** Minutes

**DATES:** 1914-

**ARRANGEMENT:** Chronological by date of meeting.

**DESCRIPTION:**

Minute books of the county commission, the governing body of the county, while managing all county business and property, including 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 1960s, zoning and planning. All these activities are noted in the minutes. The day's entries are prefaced by the date, names of those present, and where and when they met.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper copy: Retain in Office until administrative need ends and then destroy.

**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 10216

**TITLE:** Minutes

(continued)

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

**APPRAISAL:**

These records have administrative, fiscal, 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:** Duchesne County (Utah). County Commission

**SERIES:** 10286

1

**TITLE:** Ordinances

**DATES:** 1902-

**ARRANGEMENT:** Chronological

**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 until microfilmed and then destroy provided microfilm has passed inspection.

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 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.

**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 10286

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 5616

3

**TITLE:** Property tax exemption applications

**DATES:** 1963-1970.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**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.

**APPRAISAL:**

These records have historical value(s).

Keep because of historic property information in these records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 17471

1

**TITLE:** Resolutions

**DATES:** 1915-

**ARRANGEMENT:** Numerical by resolution number

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: 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.



**AGENCY:** Duchesne County (Utah). County Commission

**SERIES:** 17471

**TITLE:** Resolutions

(continued)

**PRIMARY DESIGNATION:**

Public