

Retention and Classification Report

Agency: Grand County (Utah). County Clerk (431)

Grand County Courthouse
125 East Center Street
Moab, UT 84532
435-259-5645

Records Officer: _____

27416	Business license files
27637	General ledger fund details and other funds detail 11-75
06125	Marriage license record books
30513	Voter registration records

AGENCY: Grand County (Utah). County Clerk

SERIES: 27416

3

TITLE: Business license files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Grand County (Utah). County Clerk

SERIES: 27637

3

TITLE: General ledger fund details and other funds detail 11-75

DATES: 2006-

ARRANGEMENT: numerical by account number

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). Records may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years.

APPRAISAL:

These records have historical value(s).

Fiscal

AGENCY: Grand County (Utah). County Clerk

SERIES: 27637

TITLE: General ledger fund details and other funds detail 11-75

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 6125

4

TITLE: Marriage license record books

DATES: 1890-

ARRANGEMENT: Chronological

DESCRIPTION:

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

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently.

AGENCY: Grand County (Utah). County Clerk

SERIES: 6125

TITLE: Marriage license record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 30513

3

TITLE: Voter registration records

DATES: 1998-

ARRANGEMENT: Chronological by time period, thereunder alphabetical by registrant name.

DESCRIPTION:

Various forms are used to register all eligible voters in Grand County. Information on the forms may include voter's name, address, birth date, birth place, last address where previously registered, political party (optional), date, signature and sworn statement.

RETENTION:

Retain permanently

DISPOSITION:

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 until administrative need is met 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.

APPRAISAL:

These records have legal value(s).

Voter registration records are permanent by legal mandate, Utah Code 20A-2-104.

AGENCY: Grand County (Utah). County Clerk

SERIES: 30513

TITLE: Voter registration records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(I)(2020).