

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: _____

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27416	Business license files
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AGENCY: Grand County (Utah). County Clerk

SERIES: 17858

4

TITLE: Articles of incorporation record books

DATES: i 1899-1953.

ARRANGEMENT: Chronological

DESCRIPTION:

Copies of Articles of Incorporation filed with Grand County Clerk by newly organized corporations. These books were kept as the official copy available for public use. The articles of incorporation record the following: names of incorporators and their places of residence, length of the corporation s duration, pursuit of business agreed upon, amount of stock each shareholder receives, description of stock directors necessary to transact corporate business. Under Utah law, individuals desiring to incorporate a company were to file and record Articles of Incorporation with their respective county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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, and/or legal value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies, 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). Incorporation records were first scheduled as permanent records in 1978.

AGENCY: Grand County (Utah). County Clerk
SERIES: 17858
TITLE: Articles of incorporation record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 83886

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: Loosely arranged chronologically by year.

DESCRIPTION:

These records contain birth registers recorded during the years 1898 to 1905. Each entry has the date of birth, name of child, place of birth, sex, race, color, parents' names, residence, name of informant, and an assigned number. Also recorded are anomalous entries dated 1905 to 1939 which were entered long after the fact.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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.

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics information.

They should be kept permanently.

PRIMARY DESIGNATION:

Public

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: 83887

4

TITLE: Death registers

DATES: i 1898-1905; 1947-1968.

ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of death.

DESCRIPTION:

These records contain death registers for the years 1898 to 1905 and also anomalous entries for 1961 to 1966. Each entry has the decedent's name, occupation, age, term of residence, marital status, sex, race, color, residence, cause of death, date of death, and the party making the report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics. They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 85278

4

TITLE: Dependent mothers

DATES: s 1913.

ARRANGEMENT: Alphabetical by mother's surname

DESCRIPTION:

Mothers who receive money through the county government in order to support their children are recorded here. The number of children and their birth dates as well as money assessed and paid per child are recorded.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1913 through 1913.
Retain in State Archives permanently.

AGENCY: Grand County (Utah). County Clerk

SERIES: 30807

3

TITLE: Financial ledgers

DATES: 1901-1908, 1923-1945.

ARRANGEMENT: Chronological by payment date.

DESCRIPTION:

This series contains financial ledgers kept by the Grand County Clerk in the course of managing the collection of fees and funds for county services. Records can include information about date of payment, name of person paying the fee, a short note about the purpose of the payment and the amount. Records also include fees collected by the County Recorder, which for a period of time in Grand County was held by the same person serving as County Clerk. The Grand County Clerk also served as the clerk of the District Court, and the ledgers can contain information about fees collected for court filings.

RETENTION:

Retain permanently

DISPOSITION:

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records provide a representative sample of the work done by a county clerk in the early twentieth century.

AGENCY: Grand County (Utah). County Clerk

SERIES: 30807

TITLE: Financial ledgers

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Grand County (Utah). County Clerk

SERIES: 30813

1

TITLE: Financial ledgers

DATES: 1901-1945.

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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: 14932

4

TITLE: Incorporation case files

DATES: 1903-1961.

ARRANGEMENT: Alphabetical by corporation name, thereunder chronological by filing date

DESCRIPTION:

Incorporation case files contain at a minimum the original articles of incorporation and any subsequent amendments. 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 Grand County and serve as evidence of "due incorporation of the corporation [UCA 16-2]." The series officially ended in 1961 when the state Division of Corporations was created.

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 and kind of corporate officers, and the number of directors necessary to transact corporate business.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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).

This disposition is based on the administrative and legal value of this series since it documents the functions of the Grand County Clerk to regulate corporations doing business in the

AGENCY: Grand County (Utah). County Clerk

SERIES: 14932

TITLE: Incorporation case files

(continued)

county and continues to serve current and future administrative needs. The series also has historical value since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations, and names of founders. Furthermore, the series should be retained as a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 23261

4

TITLE: Incorporation index

DATES: 1899-1990.

ARRANGEMENT: Alphabetical by first letter of corporation name

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Grand County, created by the Grand County Clerk to facilitate access to the Articles of Incorporation Record Books. The series provides the company name; record book and page number; and list of amendments with their corresponding record book and page number. Beginning in 1962, the County Clerk was no longer responsible for registering corporations in the county. From 1962-1990, the index was used as an index for limited partnerships or for people doing business under an assumed name.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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 administrative, historical, and/or legal value(s). Because of the importance of incorporation information, which documents the organization and existence of companies, 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).

AGENCY: Grand County (Utah). County Clerk

SERIES: 23261

TITLE: Incorporation index

(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: 30795

3

TITLE: Official bonds

DATES: 1896-1916.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains official bonds for elected and appointed officials in Grand County. Official bonds are typically taken out in the name of the elected or appointed official in the sum of around five hundred dollars to one thousand dollars. These bonds were made under the condition that the official would perform the duties of his position, the bond would be void, whereas if not, the city would be paid the money by the official. Each bond is signed by the official as well as a representative from the county.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the organization of the agency and as identification of persons serving in elected and appointed positions.

AGENCY: Grand County (Utah). County Clerk

SERIES: 30795

TITLE: Official bonds

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Grand County (Utah). County Clerk

SERIES: 17780

3

TITLE: Partnership case files

DATES: 1962-1990.

ARRANGEMENT: Alphabetical

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These files document the filing of limited partnerships with the county clerk. A limited partnership is "a partnership formed by two or more persons" under the provisions of UCA 48-2-1, "having as members one or more general partners and one or more limited partners" (UCA 48-2-1 (1993)). Persons desiring to form a limited partnership shall "file for record the certificate in the office of the county clerk of the county in which the principal place of business of the partnership shall be situated" (UCA 48-2-2(1)(b)). These files contain affidavits, agreement and certificate of limited partnership (notarized original) and cancellation of certificate of agreement. The separate index includes date partnership formed, name, and date filed. In 1990, the law was revised and changed the filing requirements to the Utah State Division of Corporations and Commercial Code (Laws of 1990, ch. 233, 71). In 1994, the Utah Revised Uniform Partnership Act (Laws of 1994, ch. 61) totally revised all requirements and repealed all previous provisions. All files held by the individual county clerks were then transferred to the State (see Series 13995 and 13998). These few files were filed with the Incorporation case files (Series 14932) and were then separated.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records to document partnerships in Grand County.

AGENCY: Grand County (Utah). County Clerk

SERIES: 17780

TITLE: Partnership case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 30817

3

TITLE: Territorial and State Board of Equalization notifications

DATES: 1893,1896.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains notifications sent from the Territorial and then later State, Board of Equalization to the clerk of Grand County for the purposes of notifying them of the amount of taxes assessed for property owned by public utilities in that county. Records include a notification of an 1893 assessment of the Rio Grand Western Railway, and a notification for an 1896 assessment of the Western Union Telegraph. Records include various schedules with amounts assessed for individual properties, including a description of the property, character of the property, which precinct (town or city) the property is located in within the county, property size, material and its assessed value.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records document property owned by public utilities that was being assessed for taxation.

AGENCY: Grand County (Utah). County Clerk

SERIES: 30817

TITLE: Territorial and State Board of Equalization notifications

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-310(2008).

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).

AGENCY: Grand County (Utah). County Clerk

SERIES: 85307

4

TITLE: Wills

DATES: s 1893.

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 1893 through 1893.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1893 through 1893.
Retain in State Archives permanently.