

## Retention and Classification Report

**Agency:** Morgan County (Utah). County Clerk (660)

Morgan County Courthouse  
48 West Young Street, P.O. Box 886  
Morgan, UT 84050  
801-829-6811

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

83806	*Birth and death register
19013	Commission meetings tape recordings
30797	Marriage index
83805	Marriage licenses
19249	Planning Commission meetings tape recordings

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

**SERIES:** 83806

3

**TITLE:** Birth and death register

**DATES:** i 1897-1905.

**ARRANGEMENT:**

**DESCRIPTION:**

These records contain birth registers and death registers recorded in the same volume during the years 1897 through 1905. For births, each entry has the father's age and birthplace, mother's age and birthplace, residence, assigned number, child's name, date of birth, sex, legitimacy, race, color, and parent's names. For deaths, each entry has the decedent's name, date of death, occupation, age, marital status, sex, race, color, residence, term of residence, cause of death, informant making the report, and assigned number. These volumes register births which occur within the county. They were created from certified birth reports filed with the county clerk. From 1898 to 1905, the county clerk was required to "keep separate registers to be known as the 'register of births' and 'register of deaths' in which births and deaths certified to him must be numbered in the order to which they were reported to him" (Utah Rev. Stat. 57:3032 (1898)). In 1905, the responsibility of recording births was transferred to the Department of Health. OBSOLETE RECORD

**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 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 remain permanent.

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

**SERIES:** 83806

**TITLE:** Birth and death register

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 19013

3

**TITLE:** Commission meetings tape recordings

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

**RETENTION:**

Retain for 6 month(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 30797

3

**TITLE:** Marriage index

**DATES:** 1934-1937

**ARRANGEMENT:** Alphabetical by male's surname, thereunder chronological by marriage date.

**DESCRIPTION:**

This series contains a partial index to marriage records for a period between 1934 and 1937.

**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: For records beginning in 1934 through 1937. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The record in this series has permanent value as a tool for accessing historical marriage records.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83805

4

**TITLE:** Marriage licenses

**DATES:** 1869-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains copies of the marriage licenses granted in Beaver County. The information 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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 19249

3

**TITLE:** Planning Commission meetings tape recordings

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the actual tape recordings of regular and special planning commission meetings. They are used to document planning commission activities and are used to create the official approved minutes. They include the cassette tape.

**RETENTION:**

Retain for 6 month(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the county.

**PRIMARY DESIGNATION:**

Public