Retention and Classification Report

Agency: Ogden (Utah). City Treasurer (733)

2549 Washington Blvd.
Ogden, UT 84401
801-629-8000

Records Officer: _____

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05728	*Letterbooks and Correspondence
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AGENCY: Ogden (Utah). City Treasurer

SERIES: 84451 3
TITLE: Building rental agreements
DATES: 1970-
ARRANGEMENT: none
DESCRIPTION:

These are agreements between citizens to the use of public schools for community activities during non-school hours.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 4440 3
TITLE: Cash book
DATES: 1866-1924.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives 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 Office permanently.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5728 3
TITLE: Letterbooks and Correspondence
DATES: 1912-1924.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Letter books containing copies of correspondence from the city treasurer. Known holdings: (1) 27 January 1912 to 10 January 1915, (2) 18 February 1920 to 19 January 1922, (3) 18 January 1922 to 5 October 1923, (4) 6 October 1923 to 15 November 1924.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17157 3
TITLE: Paving district special assessment book
DATES: 1899-1904.
ARRANGEMENT: Alphabetical by name of property owner.
DESCRIPTION:

One volume was accessioned by the archives: "Special Assessment for the Construction of Paving District No. 3" (1899-1904).

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5775 3
TITLE: Receipt books
DATES: 1922-1956.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then destroy.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5707 3
TITLE: Receipts and disbursement records
DATES: 1875-1881.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Three volumes located, two have A or B on the inside, but marked Band C on the spine. Third is D. Contain record of receipts and disbursements.

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).

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 11962 3
TITLE: Script ledger
DATES: 1906-1909.
ARRANGEMENT: Numerical by script.
DESCRIPTION:

Ledger for various series of script, perhaps for special improvements: one is labeled curb and gutter. Shows number, value in script and cash, name, redemption date if any, and total (script+cash).

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).

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 9877 3
TITLE: Sewer district assessment rolls
DATES: 1893-1918.
ARRANGEMENT: Alphabetical.
DESCRIPTION:

In these three volumes were recorded special assessments for the construction of sewer districts in Ogden. Entries in the first (1893-1902) and second volume (1900-1909) are arranged alphabetically by the first letter of the taxpayer's surname. The third volume, identified as "Roll E" on an inside page, records information about sewer district no. 10. This volume spans the period from 1906-1918.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17155 3
TITLE: Sewer district maps
DATES: 1904.
ARRANGEMENT: Numerical by sewer district number.
DESCRIPTION:

One volume was accessioned by the archives. This single volume is for sewer district number 9 (1904).

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).

The maps provides a historical snapshot of sewer districts in Weber County.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5773 3
TITLE: Special assessment register
DATES: 1890-1892.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

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).

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17159 3
TITLE: Special assessments journals
DATES: 1929-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

One volume accessioned by the archives, 1929-1962.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17164 3
TITLE: Special fund cash books
DATES: 1904-1928.
ARRANGEMENT: None
DESCRIPTION:

Seven volumes (A-G) are in archives custody: Volume A (1904-1908), volume B (1908-1910), volume C (1911-1914), volume D (1915-1919), volume E (1919-1921), volume F (1922-1924), and volume G (1925-1928).

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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5730 3
TITLE: Special improvement property tax lists
DATES: 1904-1922.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Lists of tax levied for special districts. The box is labelled 7 July 1904 to 3 December 1907 and 21 December 1921 to 26 December 1922.

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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 11961 3
TITLE: Special improvements journal
DATES: 1925-1929.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Financial, double-entry journal recording daily expenses and monthly earnings from bond funds for cemetery care, sanitary sewers, storm sewers, bridges, street paving, etc.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17163 3
TITLE: Special tax assessment rolls
DATES: 1905-1928.
ARRANGEMENT: None.
DESCRIPTION:

Special assessment rolls (D, F through O) with two indexes are in the custody of the 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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5700 3
TITLE: Special tax ledgers
DATES: 1914-1926.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Financial ledgers showing amounts credited and disbursed for paving districts, sidewalks, sewers, etc. Known holdings include: Volume F, 1914-15; G, 1916-17; H, 1918-19; I, 1920-21; J, 1922-23, K, 1924-25.

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).

Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17160 3
TITLE: Special tax sales record book
DATES: 1893-1895.
ARRANGEMENT: None.
DESCRIPTION:

One volume accessioned by the archives: "Record of Special Tax Sales: Sewer and Paving, 1893; Sewer, 1894; Sewer, 1895."

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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5731 3
TITLE: Special taxes to be refunded list
DATES: 1905-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Includes correspondence and reports of special taxes to be refunded for Ogden City projects.

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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 4445 4

TITLE: Tax assessment rolls

DATES: i 1872-1892.

ARRANGEMENT: Numerical by book number, thereunder alphabetical by name.

DESCRIPTION:

These volumes record the assessment of real and personal property. They are used for taxing purposed by which the city assessors assess and collect property taxes within municipal boundaries. Each volume contains information such as: name of person; description of real estate; lot number; block number; letter of plat; value of real estate; value of livestock; value of vehicles; value of merchandise; value of stock with national banks; value of merchandise; value of stock with national banks; value of personal property; total value and amount of tax assessed; amount remitted or abated by Board of Equalization; and amount of payment. In 1892, the County Assessor assumed the responsibility of assessing the taxes for municipal property.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1872 through 1889. Retain in State Archives permanently.

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

APPRAISAL:

These records have historical value(s).

Early Ogden City tax assessment rolls provide valuable family and social history information about Ogden residents.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5669 3
TITLE: Tax receipts
DATES: 1959-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17158 3
TITLE: Tax sale certificates
DATES: 1893-1930.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Description

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).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17161 3
TITLE: Tax sales, deeds, and redemptions record books
DATES: 1891-1940.
ARRANGEMENT: None
DESCRIPTION:

Two volumes have been accessioned. Volume A spans 1891 to 1900 and, after a 14-year gap gap, resumes in 1915. This is followed by Volume 2, which covers 1916 to 1940.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Ogden (Utah). City Treasurer

SERIES: 22924 1
TITLE: Vouchers
DATES: 1963-
ARRANGEMENT: Chronological by date
DESCRIPTION:

This is an official authorization to pay on a claim or bill.
Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

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: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5705 3
TITLE: Warrant register indexes
DATES: 1896-1961.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5662 3
TITLE: Warrant registers
DATES: 1893-1937.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Reappraised as historical July, 2017.

PRIMARY DESIGNATION:

Public