

## Retention and Classification Report

**Agency:** Rich County (Utah). County Clerk (841)

Rich County Courthouse  
21 South Main, P.O. Box 218  
Randolph, UT 84064  
435-793-2415

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

20947	*Birth register
29680	*Birth reports
20948	*Death register
29681	*Death reports
03764	*Incorporation case files
25823	*Incorporations record book
09914	Marriage license applications
09913	Marriage licenses
03763	*Poll books
29682	*Register of deaths and births

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

**SERIES:** 20947

4

**TITLE:** Birth register

**DATES:** 1898-1905.

**ARRANGEMENT:** Chronological by report date and loosely chronological by year.

**TOTAL VOLUME:** 2.00 reels.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as official documentation of births in Rich County as well as documentation of the early recording process for births in the state.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29680

3

**TITLE:** Birth reports

**DATES:** 1895-1902; 1968; 1986.

**ARRANGEMENT:** Chronological by report date and roughly chronological by birth date.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of births in Rich County as well as documentation of the early recording process for births in the state.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 20948

4

**TITLE:** Death register

**DATES:** 1898-1905.

**ARRANGEMENT:** Chronological by report date and loosely chronological by year.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as official documentation of deaths in Rich County as well as documentation of the early recording process for deaths in the state.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29681

3

**TITLE:** Death reports

**DATES:** 1898-1901; 1903-1904.

**ARRANGEMENT:** Chronological by reporting date and roughly chronological by death date.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation of deaths in Rich County as well as documentation of the early recording process for deaths in the state.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3764

4

**TITLE:** Incorporation case files

**DATES:** 1870-1961.

**ARRANGEMENT:** Arranged by case file number, thereunder by date filed

**DESCRIPTION:**

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. 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 Rich County and serve as evidence of "due incorporation of the corporation [UCA 16-2]." 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 of kind of corporate officers, and the number of directors necessary to transact corporate business. The series officially ended in 1961 when the state became solely responsible for registering corporations.

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

Microfilm master: Retain in State Archives permanently.

**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).

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

**SERIES:** 3764

**TITLE:** Incorporation case files

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25823

3

**TITLE:** Incorporations record book

**DATES:** 1878-1915.

**ARRANGEMENT:** Chronological in order recorded.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This record book contains copies of articles of incorporation for Rich County corporations. These include canal companies, milling companies, irrigation companies, livestock companies, and utility companies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives 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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on records secondary historical value in documenting the incorporations of companies in Rich County.



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

**SERIES:** 25823

**TITLE:** Incorporations record book

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 9914

3

**TITLE:** Marriage license applications

**DATES:** 1888-

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

**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:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 9914

**TITLE:** Marriage license applications

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 9913

3

**TITLE:** Marriage licenses

**DATES:** 1858-

**ARRANGEMENT:** Numerical by license number

**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 (1995)). 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:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 9913

**TITLE:** Marriage licenses

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3763

3

**TITLE:** Poll books

**DATES:** 1940.

**ARRANGEMENT:** Numerical by voting district number.

**DESCRIPTION:**

The election returns, as defined in Utah Code UCA 20A-1-102(28)(2012), include the poll book, all affidavits of registration, the military and overseas absentee voter registration and voting certificates, one of that tally sheets, any unprocessed absentee ballots, all counted ballots, all excess ballots, all unused ballots, all spoiled ballots, the ballot disposition form, and the total votes cast form.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09-30-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of the election process in the 1940 general election.

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

**SERIES:** 3763

**TITLE:** Poll books

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29682

3

**TITLE:** Register of deaths and births

**DATES:** 1887; 1898-1905; 1912.

**ARRANGEMENT:** Chronological by death date in the death register portion and by birth date in the birth register portion.

**DESCRIPTION:**

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as official documentation of births and deaths in Rich County, as well documentation of the process of recording births and deaths in the state.



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

**SERIES:** 29682

**TITLE:** Register of deaths and births

(continued)

**PRIMARY DESIGNATION:**

Public