

Retention and Classification Report

Agency: Sevier County (Utah). County Clerk (881)

Sevier County Administration Bldg.
250 North Main, P.O. Box 607
Richfield, UT 84701
435-896-9262

Records Officer: _____

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AGENCY: Sevier County (Utah). County Clerk

SERIES: 17544

4

TITLE: Articles of incorporation record books

DATES: 1873-1948.

ARRANGEMENT: Chronological by date filed

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Sevier County Clerk by newly organized corporations. The record books were kept as the official copy available for public use. The actual 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.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 after being microfilmed.

APPRAISAL:

These records have historical 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: Sevier County (Utah). County Clerk
SERIES: 17544
TITLE: Articles of incorporation record books

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84238

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, sex, race, color, parents' names, residence, name of the informant making the report, and an assigned number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 after being microfilmed.

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics information.

They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30572

3

TITLE: Certificates of stock grazers

DATES: 1902-1904.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains certificates of stock grazers filed with the Sevier County Clerk as required by Utah law to document transitory livestock for the purposes of taxation. A certificate was created by the county assessor in the livestock's county of origin, and indicated that they had already been assessed and taxed. The certificates provided a period of time for which the transitory stock would be grazed in Sevier County. Any livestock that were grazed in Sevier County for longer than the prescribed period were subject to additional tax by Sevier County.

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).

These records provide evidence of the management of livestock at the turn of the century and provide an example of Utah's transitory stock taxation process.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30572

TITLE: Certificates of stock grazers

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30569

3

TITLE: Clerk's administrative records

DATES: 1901-1904, 1926-1933.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains a variety of records collected by the county clerk between 1901-1904 in the process of administering various county functions, including oaths and appointments, liquor and pool table licensing, list of certified notary public, contracts, insurance policies, affidavits of publication, a list of names of men in the county ages 18-45, and miscellaneous correspondence. The series also contains official oaths for registrars of vital statistics from 1926-1933.

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).

These records provide evidence of the functions performed by the county clerk at the turn of the century.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30569

TITLE: Clerk's administrative records

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84245

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. 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 report, and assigned number.

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.

Microfilm duplicate: Retain in State Archives 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: Sevier County (Utah). County Clerk

SERIES: 30573

3

TITLE: Deeds for county property

DATES: 1897-1912.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains deeds issued for property owned by Sevier County. Copies of the deeds were filed with the county recorder, but the original deed was kept with the county clerk.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30568

3

TITLE: Election administration records

DATES: 1902, 1904, 1928.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains records created during the course of administering an election. Records include oaths of office of voter registration agents, bids for election supplies, school election correspondence and requests for absentee ballots.

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).

These records document the process of administering elections at the turn of the century.

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30567

3

TITLE: Financial records

DATES: 1901-1904.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains financial records collected by the County Clerk that document payments made for various county services. Records may include receipts for licensing, payment for office and election supplies, and receipts for the collection of town taxes. Records also include statements of fees collected by the County Recorder, and statements of warrants issued to the County Treasurer and Assessor. which were later officially filed with the County Clerk.

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).

These records document services rendered by Sevier County government at the turn of the century.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30567

TITLE: Financial records

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 27609

3

TITLE: Franchise Book

DATES: 1899-1903.

ARRANGEMENT:

DESCRIPTION:

This book documents franchises granted by the county commission. The commissioners "must cause to be kept a franchise book containing all franchises granted by the board for that purpose, the length of time and to whom granted, the amount of bond and license tax required or other consideration to be paid" (UCA 17-5-16-(4)(1990)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County franchise records, GRS-264.

AUTHORIZED: 11-15-2019

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical, and/or legal value(s).
Disposition on value of records documenting early franchises (1899 - 1903) for research purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6185

3

TITLE: Grazer's index

DATES: 1902-1907.

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.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84195

3

TITLE: Incorporation case files

DATES: 1873-1961.

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 Sevier 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 ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

These records have historical, and/or legal value(s).

Because of the importance of incorporation information, which documents the creation and existence of companies and their authorization to do business in Utah, 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: Sevier County (Utah). County Clerk

SERIES: 84195

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17543

4

TITLE: Incorporation index

DATES: 1873-1961.

ARRANGEMENT: Alphabetical by corporation name

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Sevier County and was created by the Sevier County Clerk to facilitate access to the Incorporation Case Files and Articles of Incorporation Record Books. The index provides the case file number, company name, record book, page number and amendments with the corresponding record book and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: 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 after being microfilmed.

APPRAISAL:

These records have historical 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).

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84259

4

TITLE: Marriage license applications

DATES: 1901-

ARRANGEMENT: Chronological, thereunder numerical by application number

DESCRIPTION:

The county clerk registers each couple through and application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6127

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Sevier 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1887 through 1977. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 26502

3

TITLE: Marriage licenses index

DATES: 1896-1974.

ARRANGEMENT: Alphabetical by first letter of surname and thereunder chronological with brides and grooms listed separately

DESCRIPTION:

These indexes provide access to marriage licenses. The indexes list the names of brides and grooms and provide the book and page number where the license is recorded as well as the marriage certificate number.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Marriage records are vital records and as such have significant historical value.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 22253

3

TITLE: Oaths and bonds record book

DATES: 1887-1902.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains oaths signed by individual who swear to support and follow the constitution and laws of the land, especially pertaining to polygamy, bigamy, etc. The bonds are signed by individuals who swear to uphold their public office. Also, contains certificates of elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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 both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30570

3

TITLE: Official bonds

DATES: 1902-1903.

ARRANGEMENT: Numerical by filing number.

DESCRIPTION:

These files contain copies of signed oaths required of all Sevier County officials, whether elected or appointed, before entering the duties of their respective offices, as well as signed bonds.

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.

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30575

3

TITLE: School bond notices

DATES: 1903-1904.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains school bond notices filed with Sevier County by local school districts that have voted to issue bonds. Records may include orders authorizing school district trustees to hold meetings in which bonds would be issued, certified copies of notices posted for calling a meeting, affidavits showing when and where notices were posted and statements showing the value of taxable property in the district, and the amount of bonds proposed to be issued.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records document evidence of the school bond issuance process in the turn of the century.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30575

TITLE: School bond notices

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30571

3

TITLE: Taxation records

DATES: 1894, 1900-1904.

ARRANGEMENT: Chronological by filing date.

DESCRIPTION:

This series contains a variety of records collected as a result of the taxation process by various county offices, including the county auditor and county treasurer, that were later filed with the county clerk. Records in this series include collector's certificates, Treasurer's certificates of sale, State Auditor tax filings, and tax levies and valuations.

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).

The records in this series are of permanent historical value as documentation of the taxation process at the turn of the century.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 30571

TITLE: Taxation records

(continued)

PRIMARY DESIGNATION:

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