

Retention and Classification Report

Agency: Utah County (Utah). County Clerk (1215)

Administration Building
100 East Center Street, #3600
Provo, UT 84606

Records Officer: _____

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AGENCY: Utah County (Utah). County Clerk

SERIES: 17919

3

TITLE: Agricultural report

DATES: 1869-1872.

ARRANGEMENT: By town, thereunder alphabetical by surname

DESCRIPTION:

This record contains farm reports for towns in Utah County. Towns include Provo, Spanish Fork, Springville, Pleasant Grove, Santaquin, Goshen, Lehi, Salem, American Fork, Fairfield and Payson. The information recorded in the book includes the names of the farmers, number of acres of land irrigated, average cost per acre, number of acres of different types of grains, fruits and vegetables, and the average yield per acre in bushels.

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 historical value of these records to document farming in Utah County.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 12794

3

TITLE: Appointment book and election returns

DATES: 1895.

ARRANGEMENT: Chronological

DESCRIPTION:

Lists appointments scheduled in Utah County for October 1895.
Also shows election returns for the county in 1894 and 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 book should be retained because of its antiquity. Records which date back to Utah Territory are scarce.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26966

1

TITLE: Bee inspector's records.

DATES: 1907-1919.

ARRANGEMENT: Chronological by date on document

DESCRIPTION:

This series includes a copy of "The law of the State of Utah as pertaining to bees, bee-keepers, and bee inspections. This 1907 law required the county commission to appoint qualified persons to inspect bees and their colonies in order to assess taxes and control disease. This series also includes copies of bee inspection reports and some deputy bee inspector oaths of office.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These are historically significant because they document an obsolete government function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 84185

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT:

DESCRIPTION:

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

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

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics information, they should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 13496

1

TITLE: Civil defense crisis relocation plans

DATES: 1979.

ARRANGEMENT: none

DESCRIPTION:

This report was published in September 1979 to plan and coordinate evacuation from Utah County to Duchesne and Uintah County in the event of a nuclear attack. The basic plan, checklist and coordination with Food, Fire, Medical and Health are addressed.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 24144

3

TITLE: Death registers

DATES: 1898-1905.

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

DESCRIPTION:

These records register deaths in Utah County for the years 1898 to 1905, as required by law of the county clerk. Each entry has the decedent's name, age, sex, race, color, term of residence in city or county, birthplace, marital status, occupation, last place of residence, cause of death, date of death, and the entry's assigned number. The second volume adds the name of the person making the report. The third also includes birthplace of parents, and burial date and place. These registers record deaths occurring in the county. They were created from certified death 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 the 'register of deaths' in which births and deaths certified to him must be registered in the order by which they are reported to him" (Utah Rev. Stat. 57:1032 (1898)). In 1905, the responsibility of recording deaths was transferred to the State 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:

Paper: 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.

AGENCY: Utah County (Utah). County Clerk

SERIES: 24144

TITLE: Death registers

(continued)

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics information;
they should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5018

3

TITLE: Election registers

DATES: 1966-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5019

3

TITLE: Election returns

DATES: 1940-1948; 1966-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are books containing the tabulations of paper ballots counted by the election judges. They serve as the official tally of votes for primary, special, and general elections.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26967

1

TITLE: Horticultural inspector's records

DATES: 1913-1916.

ARRANGEMENT: Chronological by document date

DESCRIPTION:

These are files of the county horticultural inspector. They include information about fruit crop yields, numbers of trees planted, and details of spraying.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These reports about fruit trees in Utah County are historically significant for social historians and for environmental studies.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5026

4

TITLE: Incorporation case files

DATES: 1872-1961.

ARRANGEMENT: Numerical by case 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 Utah County and serve as evidence of "due incorporation of the corporation"[UCA 16-2]. The series ended in 1961 when registration of corporations was transferred to state government and 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: For records beginning in 1900 through 1961. Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

Paper: For records beginning in 1872 through 1899. Retain in State Archives permanently after microfilming.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Disposition based on historical value including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. Administrative and legal value documents the Utah County Clerk and serves current and future administrative needs. Also is a vital record essential for the operation of the county and their ability to fulfill their

AGENCY: Utah County (Utah). County Clerk

SERIES: 5026

TITLE: Incorporation case files

(continued)

obligations to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5047

3

TITLE: Letterbooks

DATES: 1876-1901.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Copies of official outgoing correspondence of the county written by the clerk on behalf of the county commission (aka county court), county treasurer, and other officials as well as the clerk.

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).

Letterbooks provide a convenient summary of the issues and actions of the county commission during the territorial period when this information is relatively scarce.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

4

TITLE: Marriage license applications

DATES: 1897-

ARRANGEMENT: Numerical, with numbers assigned chronologically by application date.

DESCRIPTION:

The county clerk registers each couple through an 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 the 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:

Permanent. Retain for 100 year(s)

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: For records beginning in 1897 through 1938. Retain in Office for 100 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1938 through 1941. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1943 through 1955. Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with

AGENCY: Utah County (Utah). County Clerk

SERIES: 5585

TITLE: Marriage license applications

(continued)

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 information provided to
genealogists and others interested in marriage patterns in Utah.

PRIMARY DESIGNATION:

Private

These records are considered private for 75 years if the subject of the
records is over 21 years old and private for 100 years if the subject is under
21 years of age. (Utah Code 63G-2-310)

AGENCY: Utah County (Utah). County Clerk

SERIES: 23297

3

TITLE: Marriage license record book index

DATES: 1892-1912.

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

This index covers record books 2 through 6; record books may also be indexed with the individual volume. The index gives names of males and names of females on alternate pages along with the record book volume and page number.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

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 Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 6129

4

TITLE: Marriage licenses

DATES: 1904-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains marriage licenses granted in Utah 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 Agency Record Center permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

4

TITLE: Marriage record books

DATES: 1887-

ARRANGEMENT: Chronological by recording date.

DESCRIPTION:

These volumes are the recorded copy of marriage licenses. The first volume is handwritten and certifies that the marriage took place, giving location, date, names of officiator and witnesses, and the names of the bride and groom. Subsequent volumes are pre-printed forms which include the clerk's authorization to marry as well as the record of the actual marriage. The authorization form has blanks for the parties' names, residences, ages, note of parental authorization if the party is under age, clerk's office location, date, and clerk's signature. The marriage record remained substantially the same.

RETENTION:

Permanent. Retain for 100 year(s)

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:

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

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Clerk

SERIES: 23290

TITLE: Marriage record books

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the information provided to
genealogists and others interested in marriage patterns in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 26965

1

TITLE: Optometry and dental certificates.

DATES: 1907-1919.

ARRANGEMENT: Chronological by date filed.

DESCRIPTION:

These optometry and dental certificates, issued by the Utah State Board of Examiners in Optometry and by the Utah State Dental Board, were filed with the county clerk. The certificates verify that the recipient has been examined by the board and is licensed to practice.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Optometry and dental certificates issued in Utah County in the early 1900s are relevant to family and social historians.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 13489

3

TITLE: Personnel files

DATES: 1947-

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

Employment history documents a person's application, hiring, and employment with a governmental entity, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 65 years and then destroy.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5031

3

TITLE: Wildlife bounties warrant register

DATES: 1897-1921.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

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.

PRIMARY DESIGNATION:

Public

AGENCY: Utah County (Utah). County Clerk

SERIES: 5046

3

TITLE: Wildlife bounty affidavit book

DATES: 1901-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Utah County (Utah). County Clerk

SERIES: 5025

3

TITLE: Wildlife bounty fund certificates

DATES: 1903-1930.

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.