

## Retention and Classification Report

**Agency:** Uintah County (Utah). County Commission (1231)

State & County Building  
152 East 100 North  
Vernal, UT 84078  
435-781-0770

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

13890	Minutes
13889	*Minutes index
13583	Ordinances
27604	Publications
25405	*Road minutes
25406	Uintah county code
13554	*Utah Systems Information Manual

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13890

3

**TITLE:** Minutes

**DATES:** 1880-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**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 Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13890

**TITLE:** Minutes

(continued)

**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13889

1

**TITLE:** Minutes index

**DATES:** ca. 1940-1980.

**ARRANGEMENT:** Chronological by subject

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13583

1

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder by ordinance number

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-77 (1990)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-15(9) (1990)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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.

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 administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13583

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 27604

3

**TITLE:** Publications

**DATES:** 1970-

**ARRANGEMENT:**

**DESCRIPTION:**

Documents created by the agency not part of a more specific series. Contain Uintah County Fair and Taramack

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**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 administrative value(s).

Disposition based on value of these records in documenting the decisions, activities and functions of the Uintah County Commission.

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 27604

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 25405

3

**TITLE:** Road minutes

**DATES:** 1991-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular and special meetings of the county commissioners related to county roads. They are used to document the actions and decisions of the commission. Separate meetings were held and separate minute books were created from 1991-1999. County road discussions were included during the regular and special county commission meetings prior to 1991 and after 1999 and those discussions are included in the County commission minutes (Series 13890). These two minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board. These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 25405

**TITLE:** Road minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 25406

1

**TITLE:** Uintah county code

**DATES:** 1996-

**ARRANGEMENT:** Chronological, thereunder numerical by title and section numbers

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 25406

**TITLE:** Uintah county code

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah County (Utah). County Commission

**SERIES:** 13554

3

**TITLE:** Utah Systems Information Manual

**DATES:** undated.

**ARRANGEMENT:**

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in Office until superseded and then destroy.