

## Retention and Classification Report

**Agency:** Uintah County (Utah). County Clerk (1232)

147 East Main  
Vernal, UT 84078  
435-781-5361

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

13573	Agreements
30531	Applications for license for explosives
13575	Auction records
13576	Beer licenses
13577	Business license files
13596	Campaign financial disclosure statement files
13579	Contracts
13580	Deeds
13610	Election canvasses
13592	Election records
13609	Election returns and ballots
13566	Equal Employment Opportunity (EEO) compliance reports
13601	Interim land use policy
13581	Leases
05921	Maps
84021	Marriage license applications
23289	Marriage license record books
84019	Marriage licenses
13600	Municipal building authority records
13594	Notaries public monthly report
13582	Oaths of office
13881	Official bond and oath
13598	Passport application transmittal records
13572	Payroll warrant register
13880	Personnel action forms
13584	Petitions
13597	Proclamations
13585	Proof of publication
13599	Public meetings notices
05013	Publications
13586	Purchase orders

05925	Randlett irrigating and canal company map.
13587	Receipt books
13588	Resolutions
13602	Right-of-way easement records
13589	Vehicle registration certificates
05926	Vernal area maps

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

**SERIES:** 13573

3

**TITLE:** Agreements

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**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.

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

**SERIES:** 30531

3

**TITLE:** Applications for license for explosives

**DATES:** 1942-1943

**ARRANGEMENT:** Chronological by date and numerical by application number.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

**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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records record the administrative and operational history of the county clerk as a licensing agent acting on behalf of the Bureau of Mines.

**PRIMARY DESIGNATION:**

Public                      hese records contain birth dates for applicants, but according to 63G-2-310 this information is public after 75 years.

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

**SERIES:** 13575

3

**TITLE:** Auction records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are either forms or records completed by county agencies when county property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

**RETENTION:**

Retain for 5 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after disposition of property and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13576

3

**TITLE:** Beer licenses

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the issuance of beer licenses within the unincorporated areas of the county. They are used for the application, the investigation, and the issuance or denial of beer licenses. Some counties have chosen to regulate the sale of beer in accordance with Utah law. "Any local authority may . . . issue, suspend, and revoke licenses to sell beer at retail for on-premise consumption . . . [and] "to general food stores and other establishments to sell beer at retail for off premise consumption" (UCA 32A-10-101 (1990)). The files include investigative Sheriff's reports, correspondence, and the original application.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration of license and then destroy.

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

**SERIES:** 13576

**TITLE:** Beer licenses

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13577

3

**TITLE:** Business license files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final renewal and then destroy.

**APPRAISAL:**

This disposition is based on



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

**SERIES:** 13596

3

**TITLE:** Campaign financial disclosure statement files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by candidate's name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These financial reports are required to be submitted by all candidates (community council candidates are exempted) for county elective offices within thirty days after the date of the general election. Candidates eliminated at a primary election are required to file the report within thirty days of the primary election (UCA 17-16-6.5 (1993)). The reports document campaign contributions and expenditures. They include county, candidates name, address, telephone number, office name, political party or designation, total contributions of donors who gave more than \$50, aggregate total contributions of \$50 or less, total campaign expenses, balance at the end of reporting period, date, candidates signature, itemized contribution report (form A) listing date received, contributor's name, mailing address and zip code, contribution amount, itemized expenditure report (form B) listing expenditure date, person or organization to whom expenditure was made, expenditures purpose, and amount of expenditures.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

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

**SERIES:** 13596

**TITLE:** Campaign financial disclosure statement files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13579

3

**TITLE:** Contracts

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**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.

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

**SERIES:** 13580

3

**TITLE:** Deeds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13610

3

**TITLE:** Election canvasses

**DATES:** 1896-

**ARRANGEMENT:**

**DESCRIPTION:**

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13592

3

**TITLE:** Election records

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (2007)).

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after the election and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13609

3

**TITLE:** Election returns and ballots

**DATES:** 1880-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the tapes from electronic counting counting machine.  
They serve as the official tally of votes for primary, special,  
and general elections.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

**AUTHORIZED:** 09-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after after the election  
and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13566

3

**TITLE:** Equal Employment Opportunity (EEO) compliance reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are compliance files containing background papers and correspondence relating to contractor employment practices.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Equal employment opportunity (eeo) compliance case files, GRS-153.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 13601

3

**TITLE:** Interim land use policy

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by interim land use policy title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a land use plan on public lands and public resources in Uintah County. It was developed by the county and adopted by the county commission. It is used to protect the rights of private landowners. This plan includes policies concerning land disposition, water resources, agriculture, timber and wood products, cultural resources, recreation, wildlife and wilderness, mineral resources, access and transportation.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

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

**SERIES:** 13601

**TITLE:** Interim land use policy

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13581

3

**TITLE:** Leases

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are building or equipment leases and related records documenting agreements, services, and payments.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after contract expires and then destroy.

**APPRAISAL:**

This disposition is based on

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

**SERIES:** 5921

3

**TITLE:** Maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

Land, roads, and canals in Uintah county.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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:** Uintah County (Utah). County Clerk

**SERIES:** 84021

4

**TITLE:** Marriage license applications

**DATES:** 1913-

**ARRANGEMENT:** Chronological, thereunder numerical by application number

**DESCRIPTION:**

The county clerk registers each couple throughout the 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 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 (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; 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:**

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

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

**SERIES:** 84021

**TITLE:** Marriage license applications

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-2-22 (2008); private.

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

**SERIES:** 23289

3

**TITLE:** Marriage license record books

**DATES:** 1888-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These record books are the recorded copies of marriage licenses. The forms include blanks for bride, groom, officiating person, location, date of marriage, etc. as well as the county clerk's signature and recording date.

**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 after microfilming.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 84019

4

**TITLE:** Marriage licenses

**DATES:** i 1888-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; 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.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 13600

3

**TITLE:** Municipal building authority records

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by municipal building authority name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records document the creation and operation of a municipal building authority within Uintah County. According to UCA 17A-3-903 (1993) "the [county commission] may organize a non-profit corporation as the building authority for the [county]." The building authority is "authorized to acquire, improve, or extend one or more projects and to finance their costs on behalf of the [county]." Uintah County's Municipal Building Authority has funded two projects; the Western Park and the Uintah Care Center. The records include bylaws, contracts, cancelled checks, reports, and disbursement listings.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the administrative and historical needs expressed by the Office.

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

**SERIES:** 13600

**TITLE:** Municipal building authority records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13594

3

**TITLE:** Notaries public monthly report

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This monthly report is sent by the State Division of Corporations and Commercial Civil Code to notify county clerks of notaries commissioned during the previous month. County clerks are required to "keep and maintain an indexed record" of all notaries within the county" (UCA 17-20-3 (1993)). The report includes month, date, notary public's name, address, commission date, and date commission expires.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

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

**SERIES:** 13594

**TITLE:** Notaries public monthly report

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13582

1

**TITLE:** Oaths of office

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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.

**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.

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

**SERIES:** 13582

**TITLE:** Oaths of office

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13881

3

**TITLE:** Official bond and oath

**DATES:** undated

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

**AUTHORIZED:** 07-06-2018

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

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

**SERIES:** 13598

3

**TITLE:** Passport application transmittal records

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the applications received and fees collected for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1990)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, totals, type of fee (regular, amendments, no fees), total number processed, totals, name and signature of person preparing report, and any necessary remarks.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.



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

**SERIES:** 13598

**TITLE:** Passport application transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13572

3

**TITLE:** Payroll warrant register

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder numerical by warrant number

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 13572

**TITLE:** Payroll warrant register

(continued)

**SECONDARY DESIGNATION(S):**

Public

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

**SERIES:** 13880

3

**TITLE:** Personnel action forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports and statistics with supporting and related records which document payroll operations and pay administration. They include reports and data used for workload and personnel management purposes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 13584

1

**TITLE:** Petitions

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)(1990)). Signatures must be verified to determine whether petitioners are registered voters.

**RETENTION:**

Permanent. Retain for 5 year(s) after resolution of issue

**DISPOSITION:**

Transfer to Archives.

**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 5 years after issue resolved or final decision is made and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13597

3

**TITLE:** Proclamations

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are official public announcements made by the county commission. They are used to announce special events, recognize the importance of the event, and to encourage citizen involvement. They include date, subject, public announcement, and commission chair's signature.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on both the administrative and historical needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13585

3

**TITLE:** Proof of publication

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

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

**SERIES:** 13599

3

**TITLE:** Public meetings notices

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are notices required by UCA 52-4-6 (1993). "Each public body shall give not less than 24 hours' public notice of the agenda, date, time, and place of its meetings." These notices include public body's name, meeting's date, place, and time, meeting's subject, and the county clerk's certification that notices were posted and distributed to local radio stations, and newspapers.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.



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

**SERIES:** 13599

**TITLE:** Public meetings notices

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 5013

3

**TITLE:** Publications

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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:** Uintah County (Utah). County Clerk

**SERIES:** 13586

1

**TITLE:** Purchase orders

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are forms authorizing the order to purchase supplies or equipment by the county. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, 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.

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

**SERIES:** 5925

3

**TITLE:** Randlett irrigating and canal company map.

**DATES:** undated

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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:** Uintah County (Utah). County Clerk

**SERIES:** 13587

3

**TITLE:** Receipt books

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by receipt number

**DESCRIPTION:**

These are receipts issued for money received into county 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.

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

**SERIES:** 13588

1

**TITLE:** Resolutions

**DATES:** undated

**ARRANGEMENT:** Numerical by resolution number

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13602

3

**TITLE:** Right-of-way easement records

**DATES:** 1882-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records contain documents executed by property owners granting the county access rights to their property for public works or other county purposes. They are used to provide access to enter or modify private property. They include easement agreements and related correspondence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on both the administrative and historical needs expressed by the department.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13589

3

**TITLE:** Vehicle registration certificates

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These motor vehicle registration forms document county ownership.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until vehicle is transferred or sold and then transfer with vehicle.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 5926

3

**TITLE:** Vernal area maps

**DATES:** undated

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.