

## Retention and Classification Report

**Agency:** Weber County (Utah). County Assessor (1286)

Weber Center  
2380 Washington Blvd. #380  
Ogden, UT 84401

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

10613	Appraisal cards
14659	*Greenbelt lands classification plat maps
13548	*Photographs
03365	*Property tax assessment rolls
05065	*Property tax assessment rolls
05108	*Property tax record
22383	*Relocation records
05102	School tax ledger

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 10613

3

**TITLE:** Appraisal cards

**DATES:** 1985-

**ARRANGEMENT:** Numerical by parcel number.

**DESCRIPTION:**

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

**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 Assessor appraisal cards, GRS-201.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the function of the county appraiser and of the built environment in the county.

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 10613

**TITLE:** Appraisal cards

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 14659

3

**TITLE:** Greenbelt lands classification plat maps

**DATES:** ca. 1950-1968.

**ARRANGEMENT:** Numerical by book and page.

**DESCRIPTION:**

These plats document agricultural land assessed on the basis of its productive value rather than its market value under the Farmland Assessment Act. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Greenbelt applications, GRS-204.

**AUTHORIZED:** 08-09-2019

**FORMAT MANAGEMENT:**

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 13548

3

**TITLE:** Photographs

**DATES:** 1978.

**ARRANGEMENT:** undetermined.

**DESCRIPTION:**

These are microfilmed copies of photographs from the tax appraisal cards. Some of them are identified by serial number while others are identified by address. These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessor appraisal cards, GRS-201.

**AUTHORIZED:** 04-20-2018

**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 All other information

**SECONDARY DESIGNATION(S):**

Private. Income data

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 3365

3

**TITLE:** Property tax assessment rolls

**DATES:** i 1941-1948.

**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:** Weber County (Utah). County Assessor

**SERIES:** 5065

3

**TITLE:** Property tax assessment rolls

**DATES:** 1869-1886.

**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:** Weber County (Utah). County Assessor

**SERIES:** 5108

3

**TITLE:** Property tax record

**DATES:** 1869-1870.

**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.



**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 22383

3

**TITLE:** Relocation records

**DATES:** 1996.

**ARRANGEMENT:** Alphabetical by subject

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the department's move to the Weber Center in 1996. They include moving committee agenda, surplus property lists, equipment inventories, moving company records, floor plans for arranging work areas, and information on dismantling and reinstalling equipment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Assessor

**SERIES:** 5102

3

**TITLE:** School tax ledger

**DATES:** 1896-

**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.