

Retention and Classification Report

Agency: Weber County (Utah). County Commission (1289)

Weber Center
2380 Washington Blvd. #360
Ogden, UT 84401

Records Officer: _____

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AGENCY: Weber County (Utah). County Commission

SERIES: 5311

3

TITLE: Committee reports

DATES: 1902-1906.

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 Commission

SERIES: 5272

3

TITLE: Construction project bids

DATES: 1903-1905.

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 Commission

SERIES: 5280

1

TITLE: Correspondence

DATES: 1897-1911.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

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.

AGENCY: Weber County (Utah). County Commission

SERIES: 5308

3

TITLE: County agencies' reports

DATES: 1877-1913.

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 Commission

SERIES: 80218

3

TITLE: Exhibit files

DATES: 1919-

ARRANGEMENT: Numerical by exhibit number

DESCRIPTION:

These files contain exhibits for issues being discussed in open county commission meetings. They include copies of correspondence, license applications, reports, drawings, proof of publications, copies of resolutions, copies of petitions, copies of ordinances, copies of audits, and insurance forms.

RETENTION:

Permanent. Retain for 2 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: 03/1988

FORMAT MANAGEMENT:

Paper: For records beginning in 1919 through 1945. Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Paper copy: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then destroy.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Commission

SERIES: 80218

TITLE: Exhibit files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s). Over sixty percent of these files contain duplicates of records maintained in other county files. All items contained in these files are discussed in the county commission minutes. The office wants to maintain the originals for two years to document what exhibits commissioners were given. It has been determined that files contain the record copy of all correspondence received by the commission and reports not widely circulated. These items should be transferred to the Archives. In examining these files it was determined the period from 1919 to 1945 contains fewer duplicates and more originals (particularly of correspondence).

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 84301

3

TITLE: Minutes

DATES: 1915-

ARRANGEMENT: Chronological

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 or until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Commission

SERIES: 84301

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 12512

3

TITLE: Old age pension record

DATES: 1929-1936.

ARRANGEMENT: Alphabetical by first letter of surname

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents persons receiving old age pensions. "The board [of commissioners] may grant a monthly pension in such amount as it may determine, not to exceed \$25 a month, to be paid out of the county treasury to any person who has attained the age of sixty-five and is incapacitated to gain a livelihood . . . " (Rev. Stat. Utah 19-12-2 (1933)). Prospective pensioners were required to annually submit a completed form and appear before the county commission and the county clerk. Pensioners had to meet eight criteria which included residency requirements (U.S. citizenship, state and county residency), have an annual income of \$300 or less, and have no relative legally responsible for their support. Recipients were also barred from receiving other public aid (Rev. Stat. Utah 19-12-3 (1933)). The book includes the application number, applicant's name and address, action taken (granted, denied, pension increased), and amount of pension granted.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

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 in documenting old age pensions.

AGENCY: Weber County (Utah). County Commission

SERIES: 12512

TITLE: Old age pension record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 5277

3

TITLE: Ordinances

DATES: 1897-1902; 1904-1906.

ARRANGEMENT: Chronological.

DESCRIPTION:

These volumes contain the handwritten original copies of county ordinances approved by the Weber County Commission. They contain: date, text of the ordinance, signatures of the commission chairman and county 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).

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 5296

3

TITLE: Petitions

DATES: 1892-1903.

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 Commission

SERIES: 5271

3

TITLE: Petitions for appointment

DATES: 1891-1902.

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 Commission

SERIES: 5270

3

TITLE: Property inventories

DATES: 1899-1901.

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 Commission

SERIES: 25220

3

TITLE: Publications

DATES: 1975-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Weber County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Weber County. . . Yesterday Today and Tomorrow" (1975) and "Department of Aging and Volunteer Services - Programs, Services" (n.d.)

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:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Weber County (Utah). County Commission

SERIES: 25220

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 13553

3

TITLE: Register of the Poor House

DATES: 1888-1903.

ARRANGEMENT: Chronological by date

DESCRIPTION:

The register contains the name of the officers of the poor house including the superintendent, matron and medical attendant. The registers also includes the names of individuals at the poor house, sex, birth date and location, date and cause of admission, date and cause of discharge (including death) and remarks.

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.

APPRAISAL:

These records have historical value(s).

This microfilm copy provides historical context for the work of the Commission of the Poor in Weber County.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 12513

3

TITLE: Road book

DATES: 1852-1902.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This book documents the actions of the Weber County Court/Commission in establishing county roads. It includes the date action taken, a summary of county court/commission decision, and a legal description of the county road.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

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 the historical value of these records in documenting the development of county roads.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 5285

3

TITLE: School system records

DATES: 1880-1917.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains records related to county school system issues that came before the County Commission.

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 series has permanent historical value as documentation of the evolution of the school system in Weber County and is representative of other counties in the state.

PRIMARY DESIGNATION:

Public