

Retention and Classification Report

Agency: Weber County (Utah). County Court (1291)

, UT

Records Officer: _____

05274	*Administrative records
05137	*Business license certificates
05310	*Road supervisor's annual reports

AGENCY: Weber County (Utah). County Court

SERIES: 5274

3

TITLE: Administrative records

DATES: 1859-1897.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes tax appraisal rate hike notices, commitments to the insane asylum, petitions for road construction or improvements, etc.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Controlled. Commitments to the State Mental Hospital are restricted.

AGENCY: Weber County (Utah). County Court

SERIES: 5137

3

TITLE: Business license certificates

DATES: 1884-1903.

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 Court

SERIES: 5310

3

TITLE: Road supervisor's annual reports

DATES: 1887-1903.

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.

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