

Retention and Classification Report

Agency: Weber County (Utah). County Treasurer (1308)

Weber Center
2380 Washington Blvd. #350
Ogden, UT 84401

Records Officer: _____

05301	*Annual statements
05091	*Appropriations and county orders day book
12508	*Bond records
05302	*Correspondence
13545	*Disbursements
21020	*Financial journals
12613	*General ledger
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12612	Stephen Richardson notebook
06051	Tax assessment rolls
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05099	*Unidentified account book
29224	*Vouchers
85260	*Warrant register

AGENCY: Weber County (Utah). County Treasurer

SERIES: 5301

3

TITLE: Annual statements

DATES: 1869-1900.

ARRANGEMENT: None

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 Treasurer

SERIES: 5091

3

TITLE: Appropriations and county orders day book

DATES: 1879-1888.

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.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12508

TITLE: Bond records

DATES: 1892; 1901-1902.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Two books containing a summary of the county commissions' minutes, a chronology listing resolutions passed and other decisions made concerning the issuance of the bonds; a chart listing interest payments and the bond redemption; a sample bond certificate, and coupons denoting bond redemption for general county bonds issued in 1892 and 1901.

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 to document the issuance of bonds.

PRIMARY DESIGNATION:

Public

4

AGENCY: Weber County (Utah). County Treasurer

SERIES: 5302

TITLE: Correspondence

DATES: 1899-1932.

ARRANGEMENT: None

DESCRIPTION:

3

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 Treasurer

SERIES: 13545

3

TITLE: Disbursements

DATES: 1980-1983.

ARRANGEMENT: chronological

DESCRIPTION:

These records document the use of funds. Included are employee payroll, building maintenance and any other disbursements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 21020

3

TITLE: Financial journals

DATES: 1893-1928.

ARRANGEMENT: Chronological, thereunder alphabetical by fund

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These handwritten journals document the financial condition of Weber County. They include the accounting of specific funds (receipts and disbursements) and include a summary of the county's financial status.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the record's secondary historical value. These volumes clearly document the expenditure of funds for Weber County. They provide clear documentation from the transition during the Territorial Period to Statehood.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12613

4

TITLE: General ledger

DATES: 1879-1887.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Ledger of Weber County expenditures by fund or elected official. It includes year, office or fund, purpose, and totals. It also includes an alphabetical subject index.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of this book to document county finances. It appears to be one of the earliest surviving Weber County ledgers. county ledgers.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 13546

3

TITLE: Payroll records

DATES: 1959-1983.

ARRANGEMENT: none

DESCRIPTION:

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 Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Treasurer

SERIES: 85264

4

TITLE: Payroll register

DATES: i 1972-1976.

ARRANGEMENT: Chronological by date of pay period, thereunder alphabetical by last name of employee
DESCRIPTION:

Each employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, and other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1972 through 1976.
Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12514

3

TITLE: State assessed property assessments

DATES: 1880-1954.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are appraisal sheets for property assessed by the State. The State Tax Commission assesses "property which operates as a unit across county lines, if the property must be apportioned among more than one county in the state;" all property of public utilities; all operating property of an airline, air charter service, and air contract service; all geothermal fluids and geothermal resources; all mines and mining claims (except those not used for other than mining purposes); and all machinery used in mining, all property or surface improvements upon or appurtenant to mines or mining claims (UCA 59-2-201 [1990]). They are used by the county treasurer in the collection of property taxes owed to Weber County (UCA 59-2-1309 [1990]). The sheets include the sheet number, year, company name and address, legal description of real estate, description of improvements and personal property, and total value.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: 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 historical value(s).

These appraisal sheets document legal property boundaries as well as property owners.

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12514

TITLE: State assessed property assessments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12612

3

TITLE: Stephen Richardson notebook

DATES: ca.1890-1895

ARRANGEMENT: none

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Undated and unidentified ledger appears to be estimates made for the construction of various buildings. Though it is titled "German American Fire Insurance Company of St. Paul. Minn.," it contains an accounting of materials needed in the construction of buildings including the courthouse and schools. Includes the building name, number and sizes of needed materials, sorts and totals. Also includes ledger entries which may not be related.

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).

The records in this series have permanent historical value as documentation of the building industry in Utah in the late 19th century and of the history of Ogden. It is not a government record and should at some point be transferred to a more appropriate repository.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 6051

4

TITLE: Tax assessment rolls

DATES: i 1869-

ARRANGEMENT: Chronological.

DESCRIPTION:

The county treasurer records tax assessments given to individuals and businesses on a yearly basis, and then records payment of the tax. The assessment rolls show name and address of owner or possessor of property; legal description of the land and valuation of real estate; value of improvement; list of personal property and value; amount of taxes distributed to various taxing units; total amount of taxes; date of payment and remarks. Individuals tax rolls were divided into two categories, real estate and personal property (which includes all livestock and equipment). Business assessment rolls subdivided based on the type of company and the type of equipment or stock they own. Most companies will have rolling stock (cars or trains), building and other equipment. Public Utilities and Mines are treated separately, because of the nature of their business. They record all natural resources that the company draws upon, and are taxed. These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy

AGENCY: Weber County (Utah). County Treasurer

SERIES: 6051

TITLE: Tax assessment rolls

(continued)

provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Tax assessment rolls are historically valuable because they identify all property owners within a county.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 12506

4

TITLE: Tax sale records

DATES: 1895-1930.

ARRANGEMENT: Chronological, thereunder numerical by book, page, and line numbers

TOTAL VOLUME: 10.00 cubic feet.

DESCRIPTION:

Books created by county treasurers on property sold at tax sale. They include year, assessment roll's book, page and line numbers; to whom sold; date sold; taxes added for subsequent years; state, county and school taxes; total taxes and costs; lot, block, plat, property description; when redeemed; amount of taxes received, amount of interest received; and totals. Separate index (1879-1899) arranged alphanumerical by plat indicating the block or section, lot, page, and tax sale year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records to document the sale of real property for delinquent property tax.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 5099

3

TITLE: Unidentified account book

DATES: 1884-1887.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 29224

3

TITLE: Vouchers

DATES: 1887.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains vouchers used to keep track of miscellaneous purchases by the different county departments.

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 sample documentation of financial obligations of the county.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Treasurer

SERIES: 85260

4

TITLE: Warrant register

DATES: i 1971-1976.

ARRANGEMENT: none

DESCRIPTION:

A numerical listing of checks or warrants issued by each department within the office. Information includes vendor number, name, date of payment, invoice number (or purchase number), account debit, description of expenditure, and amount of check, and authorizing signatures. This register documents the payment of any bills or other expenses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1971 through 1976.
Retain in State Records Center for 7 years and then destroy.