

Retention and Classification Report

Agency: Washington County (Utah). County Treasurer (1326)

Administration Building
197 East Tabernacle
St. George, UT 84770

Records Officer: _____

13433	Assessed property books
27345	Bank statements
26670	Cash receipts
26669	General ledger
13434	*Irrigation ledgers
28247	Mortgage and title company payments backup
27547	Postmarked tax payment envelopes
06960	Redemption certificates
23571	*State school lands ledger
26671	Tax adjustment files
06661	Tax assessment rolls and index
27400	Tax attachment records
08558	*Tax sale certificate books and index
06398	Tax sale records
27846	Title company and mortgage company check stubs

AGENCY: Washington County (Utah). County Treasurer

SERIES: 13433

3

TITLE: Assessed property books

DATES: 1978-

ARRANGEMENT: none

DESCRIPTION:

These records document real property assessments and payments.

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:

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 27345

3

TITLE: Bank statements

DATES: 2005-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 4 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 26670

3

TITLE: Cash receipts

DATES: 2004-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The daily receipts of the treasurer's office list all payments made to the county from property taxes as well as all other sources. Each receipt includes a journal entry register report which lists the amount, account number, account name, and tender type. Bank deposit slips, the clerk's summary reports, and daily cashier totals tapes and detail reports are also filed with the receipts.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 26670

TITLE: Cash receipts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 26669

3

TITLE: General ledger

DATES: 1980-

ARRANGEMENT: Chronological by year, thereunder numerical by account number.

DESCRIPTION:

These records are summaries showing the receipts from and disbursements of the tax collection accounts known as Fund 78.

They record all transactions for preparation of financial statements and audits, and list all transactions and totals of each general ledger account.

RETENTION:

Retain for 10 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 13434

3

TITLE: Irrigation ledgers

DATES: 1864-1888.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 28247

3

TITLE: Mortgage and title company payments backup

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are mortgage and title company reports, data and correspondence used for research purposes.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

Compact disc: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 27547

1

TITLE: Postmarked tax payment envelopes

DATES: 2005-

ARRANGEMENT: Chronological by year; thereunder by month and day

DESCRIPTION:

These records contain postmarked envelopes received by the Washington County treasurer for payment of taxes owed. These records as used by the Washington County treasurer as proof of late payment.

RETENTION:

Retain for 3 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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Administrative, Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 6960

3

TITLE: Redemption certificates

DATES: 1898-

ARRANGEMENT: Numerical by redemption certificate number

ANNUAL ACCUMULATION: 0.90 cubic feet.

DESCRIPTION:

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: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 23571

3

TITLE: State school lands ledger

DATES: 1898-1899.

ARRANGEMENT: Entry titles alphabetical; thereunder chronological.

DESCRIPTION:

This book, entitled "State School Lands" ledger is an accounting ledger of school lands moneys. Only a few pages have been filled out, and these apply only to Sep 1898-Apr 1899. The ledger accounts for notes and interest received on sale of school lands, fees for issuing certificates, and interest on state land notes. Some pages deal with money paid to the State Treasurer and the State Land Board. According to Utah Law, the county treasurer was responsible, under the direction of the county superintendent, to account for all public school moneys (Laws of Utah 1896, Article XI, sec 95).

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 26671

3

TITLE: Tax adjustment files

DATES: 2002-

ARRANGEMENT: Chronological by year, thereunder numerical by tax adjustment number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Tax adjustment files list corrections and adjustments made to real property tax accounts. These adjustments include greenbelt reductions, administrative adjustments, payment errors, and segregations. The files include copies of the checks as well as backup documentation from the assessor's office, the commission, and other entities requesting correction or adjustment to the tax accounts.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 26671

TITLE: Tax adjustment files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 6661

3

TITLE: Tax assessment rolls and index

DATES: 1981-

ARRANGEMENT: Chronological, thereunder numerical by tax district and then by account number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

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 for 4 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

Digital image: Retain in Office until administrative need ends and then delete provided microfilm has passed inspection.

AGENCY: Washington County (Utah). County Treasurer

SERIES: 6661

TITLE: Tax assessment rolls and index

(continued)

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: Washington County (Utah). County Treasurer

SERIES: 27400

1

TITLE: Tax attachment records

DATES: 2003-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of additional changes attached to real property taxes as special taxes. They document changes to the amount of taxes billed. Records include requests for attachment and detail lists from various entities such as the Washington County Water Conservancy District, other special service districts, fire districts, and solid waste, as well as notices from the assessor's office for delinquent assessments, fees, roll back taxes, delinquent personal property taxes, and escaped taxes.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 8558

3

TITLE: Tax sale certificate books and index

DATES: 1896-1926.

ARRANGEMENT: Numerical by certificate number.

DESCRIPTION:

These are records required to be created by county treasurers as a "record of delinquent taxes in the same order as property sold appears in the assessment rolls" (UCA 59-2-1338 (1995)). They are required to include the name of the person to whom property is assessed; description of the tract sold, and a reference to the book, page and line where, or serial number under which the same was listed in the assessment roll; the amount of tax penalty and cost for the which the property was sold at preliminary tax sale; the date of redemption and by whom redeemed; and delinquent taxes assessed in subsequent years against each tract sold at preliminary sale and remaining unredeemed (UCA 59-2-1338 (1995)).

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 8558

TITLE: Tax sale certificate books and index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 6398

4

TITLE: Tax sale records

DATES: i 1883-

ARRANGEMENT: Numerical by book number, thereunder alphanumerical by section, range, block, or lot
DESCRIPTION:

These are records which document the sale of property by the county treasurer's office for delinquent taxes. Property may be sold after 4 years of delinquency. Information includes name of person to whom property was assessed; legal description of property; date of sale; volume and page where property was entered in the assessment roll; amounts of taxes and penalty attached; total amount due; name of person to whom property was sold; and date of redemption and name of redeemer, if redeemed, and redemption certificate number.

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 Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1896 and continuing to the present. Retain in State Archives permanently.

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

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

AGENCY: Washington County (Utah). County Treasurer

SERIES: 6398

TITLE: Tax sale records

(continued)

APPRAISAL:

These records have historical value(s).

This series has historical value because it provides evidence of early tax practices.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Treasurer

SERIES: 27846

3

TITLE: Title company and mortgage company check stubs

DATES: 2006-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records in this series consist of stubs from checks received in payment of taxes from title companies and mortgage companies. These stubs are used for back up information of payment of taxes. Check stubs includes parcel(s) paid and detail of payments.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public