

Retention and Classification Report

Agency: Millard County (Utah). County Commission (1472)

Millard County Courthouse
50 South Main
Fillmore, UT 84631

Records Officer: _____

83437	*Highway ordinances
83329	Minutes
83330	*Minutes index
83348	*Ordinances
83657	Water and sewage plans

AGENCY: Millard County (Utah). County Commission

SERIES: 83437

3

TITLE: Highway ordinances

DATES: i 1900-1902.

ARRANGEMENT: Chronological by date of ordinance or tax deed.

DESCRIPTION:

This volume was compiled to maintain a separate collection of ordinances concerning highways in Millard County. Only three pages were used in recording the six ordinances found in this volume.

Included are the full text of the ordinance, the date the ordinance was passed by the county commission, the name of the commission chairman, and the signature of the county clerk.

The book also contains one page concerning auditor's tax deeds for 1914 to 1916. Information recorded includes the certificate number, the name of the person making redemption, the date each deed was issued, and the name of the delinquent party (individual or corporation).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

This series has permanent historical value of as documentation of the development of highways in the county and the actions taken by the County Commission.

AGENCY: Millard County (Utah). County Commission

SERIES: 83437

TITLE: Highway ordinances

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Commission

SERIES: 83329

4

TITLE: Minutes

DATES: 1852-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing returns and appointing certain officials; and incorporating municipalities.

RETENTION:

Permanent. Retain for 30 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years or until microfilmed and then transfer to State Archives with authority to weed.

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

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

AGENCY: Millard County (Utah). County Commission

SERIES: 83329

TITLE: Minutes

(continued)

APPRAISAL:

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

This retention is based upon the historical value of these records to document the activities of the county commission. They are also important legally and administratively to document the actions of the commission. They are considered to be one of the most important records in county government.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Commission

SERIES: 83330

4

TITLE: Minutes index

DATES: i 1891-1897.

ARRANGEMENT: Alphabetical by first letter of the topic or name, thereunder chronological.

DESCRIPTION:

This handwritten volume indexes the first part of the second B volume of the Millard County Commission minutes. Columns record the topic, name, or order of proceedings; the name(s) of interested parties; the date; and the book and page in the minutes in which the proceedings are entered. Although this volume B continues until 1905, indexing entries end in 1897.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until microfilmed and then transfer to State Archives with authority to weed.

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 retention is based upon the historical value of these records to document the activities of the county commission. They are also important legally and administratively to document the actions of the commission. They are considered to be one of the most important records in county government.

AGENCY: Millard County (Utah). County Commission

SERIES: 83330

TITLE: Minutes index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Commission

SERIES: 83348

3

TITLE: Ordinances

DATES: i 1900-1939.

ARRANGEMENT: Numerical by ordinance number

DESCRIPTION:

This single volume contains the legislative action of the Millard County Commission to regulate, require, prohibit, govern, control, or supervise any activity, conduct, or condition authorized by state law. They include: ordinance number, title of ordinance, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, text of ordinance, and signature of chairman of the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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

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

APPRAISAL:

These records have administrative, historical, and/or legal 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. This retention is based on the historical value of these records to document the actions of the county commission.

AGENCY: Millard County (Utah). County Commission

SERIES: 83657

3

TITLE: Water and sewage plans

DATES: i 1969-

ARRANGEMENT: chronological

DESCRIPTION:

A study performed by the county Commission to assess and plan for the needs of Millard County with regards to water and sewage. The planning commission, funded by a grant from the Farmers Home Administration, U.S. Department of Agriculture, recorded information on all existing operations, plans for rural communities, and recommendations for the future.

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

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