

Retention and Classification Report

Agency: Iron County (Utah). County Clerk (1474)

Iron County Courthouse
68 South 100 East, P.O. Box 429
Parowan, UT 84761

Records Officer: _____

83748	*Articles of incorporation record books
83761	*Birth registers
83762	*Death registers
18924	*Election register
17574	*Incorporation case files
23480	*Marriage certificate record book
83750	Marriage license applications
23481	*Marriage license record books
83749	Marriage licenses
13052	*Parowan justice court records and William Dame correspondenc

AGENCY: Iron County (Utah). County Clerk

SERIES: 83748

4

TITLE: Articles of incorporation record books

DATES: 1870-1948.

ARRANGEMENT: Chronological by date filed.

TOTAL VOLUME: 8.00 reels.

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Iron County Clerk by newly organized corporations. The registers were kept as the official copy which was available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when registration of corporations was transferred to the State government and the Division of Corporations was created.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

AGENCY: Iron County (Utah). County Clerk

SERIES: 83748

TITLE: Articles of incorporation record books

(continued)

Paper: Retain in Office permanently after being microfilmed.

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

APPRAISAL:

These records have historical value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83761

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of death.

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the date of birth, name of child, place of birth, sex, race, color, parents' names, residence, name of informant, and assigned number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently and then microfilm.

APPRAISAL:

These records have historical value(s).

This is an historical record with vital statistics information.

It should be kept permanently.

RETENTION JUSTIFICATION:

This series is a vital record, it should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83762

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: Chronological by year, but not by month. Entries were recorded in order of report, not by date of death.

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has the decedent's name, occupation, age, birthplace, marital status, sex, race, color, residence, term of residence, and cause of death. There are no death dates until 1904-1905. Also added at this time are the names of father and mother.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

These records have historical value(s).

These are historical records with vital statistics information.

They should be kept permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 18924

3

TITLE: Election register

DATES: 1891.

ARRANGEMENT: none

DESCRIPTION:

Booklet containing an alphabetized list of registered voters in Kanarra Precinct, Iron County, file June 30, 1891 by the county clerk. The initial pages also contain letters and poetry by the registration officer and others.

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: Iron County (Utah). County Clerk

SERIES: 17574

4

TITLE: Incorporation case files

DATES: 1884-1895.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments. Some files contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Iron County and serve as evidence of "due incorporation of the corporation [UCA 16-2]." Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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).

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Iron County (Utah). County Clerk

SERIES: 17574

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 23480

4

TITLE: Marriage certificate record book

DATES: 1887-1893.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains transcripts of marriage certificates as filed with the Iron County Clerk's office. The certificates include the names of the bride and groom, the city and county of their residence, the date and place of marriage, the names of the officiator and witnesses, and the date filed by the clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

This disposition is based on the value of these records in documenting marriages in Iron County.

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83750

4

TITLE: Marriage license applications

DATES: 1916-

ARRANGEMENT: Chronological, thereunder numerical by application number.

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of others; statements that applicants are free from venereal disease or chronic epilepsy (until February 19, 1964 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Iron County (Utah). County Clerk

SERIES: 23481

3

TITLE: Marriage license record books

DATES: 1888-1938.

ARRANGEMENT: Chronological

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Iron County (Utah). County Clerk

SERIES: 83749

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains copies of the marriage licenses granted in Iron County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

AGENCY: Iron County (Utah). County Clerk

SERIES: 13052

3

TITLE: Parowan justice court records and William Dame correspondence

DATES: 1850-1887.

ARRANGEMENT: none

DESCRIPTION:

Contains a justice of the peace docket for Parowan. Also contains personal correspondence of William Dame including territorial militia, Mountain Meadows, English mission, etc. Much illegible.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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