

# Retention and Classification Report

**Agency:** Iron County (Utah). County Commission (1475)

Iron County Courthouse  
68 South 100 East  
Parowan, UT 84761

**Records Officer:** \_\_\_\_\_

83747	Minutes
25221	Publications

**AGENCY:** Iron County (Utah). County Commission

**SERIES:** 83747

4

**TITLE:** Minutes

**DATES:** 1851-

**ARRANGEMENT:** Chronological by date of meeting.

**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.; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and incorporating municipalities.

**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.

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

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding,

**AGENCY:** Iron County (Utah). County Commission

**SERIES:** 83747

**TITLE:** Minutes

(continued)

employees, voting, licensing, taxing, zoning, etc.)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Iron County (Utah). County Commission

**SERIES:** 25221

3

**TITLE:** Publications

**DATES:** 1957-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Iron County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Watershed Work Plan Green's Lake Watershed" (1957) and "Comprehensive Water and Sewer Plan for Iron County, Utah" (1968).

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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 administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Iron County (Utah). County Commission

**SERIES:** 25221

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public