

## Retention and Classification Report

**Agency:** Cache County (Utah). County Commission (1477)

, UT

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

30488	Minutes
06062	*Minutes indexes
03669	*Poor persons' relief register
83785	*Roads and specifications

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

**SERIES:** 30488

3

**TITLE:** Minutes

**DATES:** 1967-

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

**DESCRIPTION:**

These minutes record the actions of the county commission, the governing body of the county. The commission 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, contracting for services; supervising the conduct and payment of all county personnel.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical 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, employees, voting, licensing, taxing, zoning, etc.)

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

**SERIES:** 30488

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 6062

4

**TITLE:** Minutes indexes

**DATES:** 1857-1967.

**ARRANGEMENT:** Chronological, thereunder alphabetical by first letter of type of proceedings or name, thereunder chronological.

**DESCRIPTION:**

Handwritten volumes index volumes A through O of the minutes of the Cache County Commission, include type of proceedings, names of interested parties, date, book, and pages on which proceedings are entered.

**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.

Paper: Retain in Office permanently after being microfilmed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the usefulness of the indexes in accessing the county commission minutes, the main legal record of the county.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3669

3

**TITLE:** Poor persons' relief register

**DATES:** 1904.

**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).

Disposition based on the historical value of this register in documenting the counties policies towards poor or indigent relief. It is important for the stud of local history and contains information related to socioeconomic and family data.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83785

4

**TITLE:** Roads and specifications

**DATES:** undated.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains the field notes of a survey of the roads in Cache County. Each road was examined and information on the engineering specifications reported. These field notes also include miles or length of the road; intersections or interchanges encountered; settlements and townships along the road; and other land marks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This disposition based on the value of these records in documenting infrastructure and important transportation planning.

**PRIMARY DESIGNATION:**

Public