

# Retention and Classification Report

**Agency:** Kane County (Utah). County Treasurer (1478)

Kane County Courthouse  
76 North Main Street  
Kanab, UT 84741

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

19683	*Kanab town assessment book
19687	*Ledgers
83804	Tax assessment rolls
06043	Tax assessment rolls indexes
19684	*Tax sale book

**AGENCY:** Kane County (Utah). County Treasurer

**SERIES:** 19683

3

**TITLE:** Kanab town assessment book

**DATES:** 1898-1902.

**ARRANGEMENT:** Chronological, thereunder alphabetical by taxpayer's name.

**DESCRIPTION:**

These rolls are a record of annual assessments and the payments of property taxes. The volume is identified as the "Original Assessment Roll of Kanab Town." It includes the certification of the deputy county assessor as a true copy of the the Assessment roll for Kanab, number, taxpayer's name, lot number, block number, realty value, improvement values, number and value of livestock, merchandise and trade, machinery and implements, solvent credit, money, other personal property, total personal property, and total values of assessments.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This book is historically significant because it identifies early Kanab residents and describes their property.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Kane County (Utah). County Treasurer

**SERIES:** 19687

**TITLE:** Ledgers

**DATES:** 1901-1934.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.40 cubic feet.

**DESCRIPTION:**

These ledgers document the expenditure of county funds. They include the year, fund, date, expenditure amounts, balances, and totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1998

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the record's secondary historical value in documenting county expenditures most notably for school expenditures prior to the organization of a single school district.

**PRIMARY DESIGNATION:**

Public

3

**AGENCY:** Kane County (Utah). County Treasurer

**SERIES:** 83804

4

**TITLE:** Tax assessment rolls

**DATES:** i 1878-

**ARRANGEMENT:** Chronological

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1878 through 1892. Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

**AGENCY:** Kane County (Utah). County Treasurer

**SERIES:** 83804

**TITLE:** Tax assessment rolls

(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:** Kane County (Utah). County Treasurer

**SERIES:** 6043

3

**TITLE:** Tax assessment rolls indexes

**DATES:** 1888-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Kane County (Utah). County Treasurer

**SERIES:** 19684

3

**TITLE:** Tax sale book

**DATES:** 1896-1902.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This volume is required to be created by county treasurers. It is a handwritten volume detailing the sale of property for delinquent property taxes. It includes date, collector's signature, name of property owner(s), legal description, name of purchaser, total purchase price including taxes, interest, and any additional charges; and whether property was redeemed before sell.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Delinquent property tax records, GRS-733.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Tax sale records document property ownership and should be either retained permanently or recorded to become part of the county's official records.

**PRIMARY DESIGNATION:**

Public