

# Retention and Classification Report

**Agency:** Kane County (Utah). County Commission (1480)

Kane County Courthouse  
76 North Main Street  
Kanab, UT 84741

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

83799	Minutes
24227	Ordinances

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

**SERIES:** 83799

4

**TITLE:** Minutes

**DATES:** 1864-

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

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The minutes record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The court was authorized to manage all county business and county property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials and set their salaries. The court located sites and oversaw the erection of public buildings. Business licenses, particularly liquor licenses were obtained through the commission. The Kane County Commission has been particularly concerned with road maintenance and management, and land management issues. The county managed grazing rights until the 1950s, and has more recently been involved in the management of the Grand Staircase Escalante National Monument.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 83799

**TITLE:** Minutes

(continued)

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 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.)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 24227

1

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder numerical by ordinance number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: 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.

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

**SERIES:** 24227

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public