

Retention and Classification Report

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

Kane County Courthouse
76 North Main Street
Kanab, UT 84741

Records Officer: _____

24234	*Correspondence
83799	Minutes
24227	Ordinances

AGENCY: Kane County (Utah). County Commission

SERIES: 24234

1

TITLE: Correspondence

DATES: 1917-1920.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

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.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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