

Retention and Classification Report

Agency: Summit County (Utah). County Commission (1481)

60 north main street
coalville, UT 84017
435-336-3200

Records Officer: _____

83858	Minutes
29051	Ordinances
25224	Publications

AGENCY: Summit County (Utah). County Commission

SERIES: 83858

4

TITLE: Minutes

DATES: 1861-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minutes record the actions of the county commission (known before statehood as the county court), the governing body of the county. The court managed all county business and county property including auditing all claims, appropriating money for salaries and authorizing the purchase of supplies and services. The court allocated water rights, timber rights, herdgounds, and mill sites; supervised the lay out of roads and bridges; and oversaw the erection of public buildings. Members levied property taxes for county purposes and after 1878 served as a board of equalization. They created election precincts, road districts, school districts, and by 1871, irrigation districts and appointed superintendents of such districts. The court provided for elections, appointed other officials, and accepted official bonds; bond lists appear at the end of the first two volumes. The court provided for the maintenance of the indigent, insane, and incapacitated. They provided for the health and safety of their constituents. They regulated fences, created estray pounds, and were in charge of fisheries. They authorized liquor licenses, and by 1884, general business licenses. All these activities are noted in the minutes.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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.

AGENCY: Summit County (Utah). County Commission

SERIES: 83858

TITLE: Minutes

(continued)

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

PRIMARY DESIGNATION:

Public

AGENCY: Summit County (Utah). County Commission

SERIES: 29051

1

TITLE: Ordinances

DATES: 1854-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes. 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 17-53-223 (1)(a) (2000)). 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 17-20-1.7 (2000)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the county.

AGENCY: Summit County (Utah). County Commission

SERIES: 29051

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Summit County (Utah). County Commission

SERIES: 25224

3

TITLE: Publications

DATES: 1965-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Summit 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 "An Analysis of School Consolidation Needs in Summit County" (1965), "Master Plan 1965-1980", "Kamas Valley Soil Conservation District Program" (1973), and "Snyderville Basin Sewer Improvement District Environment Assessment" (1975).

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: Summit County (Utah). County Commission

SERIES: 25224

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public