

Retention and Classification Report

Agency: Duchesne County (Utah). County Clerk (1512)

Duchesne County Administrative Bldg
734 North Center St., P.O. Box 910
Duchesne, UT 84021

Records Officer: _____

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AGENCY: Duchesne County (Utah). County Clerk

SERIES: 17472

1

TITLE: Agreements

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

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:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 23207

1

TITLE: Bounty books

DATES: 1946-1974.

ARRANGEMENT: Chronological.

DESCRIPTION:

These books document the payment of county and state bounties for the killing of various predators. To receive payment hunters completed appropriate forms and filed them with the county clerk. The clerk then issued "a certification under the seal of his office stating the number and kind of skins involved and stating the sum person entitled" (UCA 4-6-8 (1953)). The county clerk was also required to "keep a record in a bounty book of all county certificates issued by him" (UCA 4-6-11 (1953)). In 1975, the law was repealed and the responsibility was given to the Commissioner of Agriculture. OBSOLETE RECORD

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative needs ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary informational value. These volumes inform policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26515

3

TITLE: Business licenses

DATES: 1970-

ARRANGEMENT: Chronological by year and thereunder alphabetical by surname

DESCRIPTION:

This is a record of all business licenses issued by the county.
"The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county" (UCA 17-5-222 (1995)). The type of licenses recorded in these books may vary according to the county issuing and when license was issued.

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 County license books, GRS-266.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Licenses provide information about the history of businesses in Duchesne County.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26515

TITLE: Business licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 809

3

TITLE: Construction project administrative files

DATES: ca. 1960-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These files document the construction of county roads and buildings. They include correspondence, invoices, and original contracts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These records have historical value based on their importance in providing evidence of the significant effects of governmental programs and actions of individuals, communities, and the natural and man-made environment.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 13095

3

TITLE: Correspondence

DATES: 1907-

ARRANGEMENT: none

DESCRIPTION:

Records include letters to the Duchesne County Attorney and Board of County Commissioners and letters from the Duchesne County Commissioners.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: 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 historical value(s).

Disposition based on value of records documenting the achievements, activities and functions of the County Attorney and Board of Commissioners.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 13095

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 27237

3

TITLE: Election registration files

DATES: 1993-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2009)). They include the voter's name, address, birthdate, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2009)).

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 Voter registration records, GRS-288.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

Compact disc: Retain in Office until administrative need ends.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 27237

TITLE: Election registration files

(continued)

APPRAISAL:

These records have administrative value(s).

There is a legal mandate to retain these records permanently: UCA 20A-2-104(2)(2009).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 30520

3

TITLE: Election returns

DATES: 2020-

ARRANGEMENT: Chronological by election year.

DESCRIPTION:

These records are election returns, and include ballot envelopes, ballots, tabs, and other related materials from each Duchesne County election precinct.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

AUTHORIZED: 09-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 22 months and then destroy.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 20A-4-202 (2022)

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 3745

4

TITLE: Incorporation case files

DATES: 1906-1961.

ARRANGEMENT: Numerical by case file number, thereunder chronological by date filed.

DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Duchesne County and serve as evidence of "due incorporation of the corporation [UCA 16-2]." Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical, and/or legal value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 3745

TITLE: Incorporation case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 15110

4

TITLE: Incorporation case files numerical index

DATES: 1906-1961.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Numerical listings to the articles of incorporation created by the Duchesne County Clerk to facilitate access to the Articles of Incorporation Case Files. The series contains the assigned case number and the full name of the corporation. The case number is assigned on the day the clerk files the documents thus allowing the inference of chronology.

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 State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

These records have historical, and/or legal value(s).

This disposition is based on the historical and legal value of the Incorporation Case Files and Record Books and their corresponding indexes. Series #15110 functions as an index to incorporation case files and incorporation record books maintained by the Duchesne County Clerk. Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 15110

TITLE: Incorporation case files numerical index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 27421

3

TITLE: Incorporation record book

DATES: 1923-1941.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20104

3

TITLE: Marriage license applications

DATES: 1915-

ARRANGEMENT: Numerical by marriage license application number

DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

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 Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20104

TITLE: Marriage license applications

(continued)

PRIMARY DESIGNATION:

Exempt

UCA 26-2-22

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 84243

4

TITLE: Marriage licenses

DATES: i 1915-

ARRANGEMENT: Numerical by marriage license number

DESCRIPTION:

This series contains copies of the marriage licenses granted in Duchesne County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26785

1

TITLE: Oaths of office

DATES: 1957-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of office all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s). Oaths of office have historical significance in documenting office holders and elected officials. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26785

TITLE: Oaths of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20105

1

TITLE: Resolutions

DATES: 1930-

ARRANGEMENT: Numerical by resolution number

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

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:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20105

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public