

## Retention and Classification Report

**Agency:** Emery County (Utah). County Commission (1513)

Emery County Courthouse  
75 East Main, P.O. Box 629  
Castle Dale, UT 84513

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

84032	Minutes
25754	Ordinances

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

**SERIES:** 84032

4

**TITLE:** Minutes

**DATES:** i 1880-

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

**DESCRIPTION:**

Minute books of the county commission, includes information on budgeting; equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, taxing; acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing electin returns and apointing certain officials; incorporating municipalities. The day's entires are prefaced by the dat, names of those present, and where and when they met.

**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 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, 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.)

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

**SERIES:** 84032

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25754

3

**TITLE:** Ordinances

**DATES:** 1915-1921, 1947-

**ARRANGEMENT:** Chronological by adoption date.

**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 authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of ordinances in force at a given time and the evolution of laws over time.

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

**SERIES:** 25754

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public