

## Retention and Classification Report

**Agency:** Sanpete County (Utah). County Commission (1520)

Sanpete County Courthouse  
160 North Main  
Manti, UT 84642

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

84102	Minutes
26812	*Minutes index
15778	Ordinances
25228	Publications

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

**SERIES:** 84102

4

**TITLE:** Minutes

**DATES:** 1852-

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

**DESCRIPTION:**

These minute books record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The commission is authorized to manage all county business and county property. This includes budgeting, equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, etc.; taxing, specifically 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 election returns and appointing certain officials; incorporating municipalities; and by the 1980s, planning and zoning. All these activities are noted in the minutes with the day's entries prefaced by date, 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 authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently or until microfilmed.

Microfilm duplicate: Retain in State Archives permanently with

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

**SERIES:** 84102

**TITLE:** Minutes

(continued)

authority to weed.

Digital image: Retain in Office permanently.

**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:** Sanpete County (Utah). County Commission

**SERIES:** 26812

3

**TITLE:** Minutes index

**DATES:** 1854-1909.

**ARRANGEMENT:** Alphabetical by first letter of subject and thereunder chronological by date

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**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 State Archives permanently with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

This index provides access to early county court or commission minutes which document the early history of Sanpete County government.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 15778

1

**TITLE:** Ordinances

**DATES:** 1897-

**ARRANGEMENT:** Chronological

**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 17-5-77 (1990)). 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 17-5-15(9) (1990)).

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

Digital image: 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:** Sanpete County (Utah). County Commission

**SERIES:** 15778

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25228

3

**TITLE:** Publications

**DATES:** 1969-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Sanpete 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 "Comprehensive Report on Water & Sewer for Sanpete County Utah" (1969) by Call Engineering.

**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.

**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:** Sanpete County (Utah). County Commission

**SERIES:** 25228

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public