

# Retention and Classification Report

**Agency:** Wayne County (Utah). County Commission (1523)

Wayne County Courthouse  
18 South Main, P.O. Box 189  
Loa, UT 84747

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

84074      Minutes

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

**SERIES:** 84074

3

**TITLE:** Minutes

**DATES:** 1892-

**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 was 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 mid-1970s, planning and zoning. All these activities are noted in the minutes.

**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.

Microfilm duplicate: Retain in State Archives permanently.

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(continued)

**APPRAISAL:**

These records have administrative, 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