

## Retention and Classification Report

**Agency:** Piute County (Utah). County Commission (1526)

Piute County Courthouse  
550 North Main  
Junction, UT 84740

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

13083	*Financial records
84044	Minutes
85241	*Ordinances
84045	*Water and sewage survey

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

**SERIES:** 13083

3

**TITLE:** Financial records

**DATES:** 1958-1969.

**ARRANGEMENT:** none

**DESCRIPTION:**

Ledger showing income, expenditures, and balances in various county accounts.

**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: For records beginning in 1958 through 1969. 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.

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

**SERIES:** 84044

4

**TITLE:** Minutes

**DATES:** 1869-

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

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**APPRAISAL:**

These records have historical 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:** Piute County (Utah). County Commission

**SERIES:** 84044

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 85241

4

**TITLE:** Ordinances

**DATES:** 1896-1983.

**ARRANGEMENT:** Chronological by date enacted.

**DESCRIPTION:**

The board of county commissioners in each county is authorized by law to pass any ordinances necessary to provide for the protection, prosperity, comfort and convenience of the county and its inhabitants (Utah Code, Annotated, 1953, 17-5-77). Piute County ordinances include such things as the licensing businesses, registering dogs, imposing taxes, establishing subdivisions, and providing franchises. Ordinances passed since 1983 have not been kept separately, but are incorporated as part of the minutes of the meeting at which they were approved.

**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:**

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

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 Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Piute County ordinances are laws enacted by the county commission, and as such provide part of the legal foundation for the county. They secondarily provide historical information about county government.

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

**SERIES:** 85241

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84045

4

**TITLE:** Water and sewage survey

**DATES:** 1968.

**ARRANGEMENT:**

**DESCRIPTION:**

In conjunction with plans for making improvements on culinary water systems within the county, the Piute County commission conducted a county-wide survey of water and sewage facilities. For each community this survey provides total population, average family size, number of families, number of housing units, and statistics about water sources, sewer facilities, plumbing facilities, and heating sources. For each household and commercial establishment the survey provides information about the structural characteristics of the building including the year built, number of rooms, nature of heating and plumbing facilities, nature of water source and sewage disposal, and demographic information about inhabitants.

**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.

**APPRAISAL:**

These records have historical value(s).

The water and sewage survey provides valuable demographic information as well as historical information about Piute County structures, water use, and plumbing facilities.

**PRIMARY DESIGNATION:**

Public