

## Retention and Classification Report

**Agency:** Box Elder County (Utah). County Commission (1534)

Box Elder County Courthouse  
01 South Main Street  
Brigham City, UT 84302  
435-734-2031

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

84093	Minutes
12224	Ordinances
10553	Publications

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 84093

4

**TITLE:** Minutes

**DATES:** i 1856-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 84093

**TITLE:** Minutes

(continued)

**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.)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 12224

1

**TITLE:** Ordinances

**DATES:** 1906-

**ARRANGEMENT:** Chronological, thereunder numerical by ordinance number

**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:**

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 after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1906 through 1979. Retain in State Archives permanently.

**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:** Box Elder County (Utah). County Commission

**SERIES:** 12224

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 10553

3

**TITLE:** Publications

**DATES:** 1967-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Box Elder County or any of its departments, subdivisions or programs, and made available to the public.

Includes: "Resource Conservation and Development Project" (1967); "Comprehensive Area-Wide Water & Sewer Plan" (1969); and "Citizen Involvement Program on Community Development: Goals and Policies" (1971)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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).

Publications document the history of the agency, its services, activities and programs.

**AGENCY:** Box Elder County (Utah). County Commission

**SERIES:** 10553

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public