

Retention and Classification Report

Agency: Tooele County (Utah). County Council (1536)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer: _____

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AGENCY: Tooele County (Utah). County Council

SERIES: 5143

3

TITLE: Bid proposals

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are proposals submitted by private vendors in response to bid requests made by the county commissioners. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after decision by county commission and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Tooele County (Utah). County Council

SERIES: 26038

3

TITLE: Correspondence

DATES: 1897-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper: For records beginning in 1897 through 1943. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Correspondence documents the workings of the commission in the late 19th and first half of the 20th century.

AGENCY: Tooele County (Utah). County Council

SERIES: 26038

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 6237

3

TITLE: Court ordered community service files

DATES: 1982-

ARRANGEMENT: Chronological, thereunder by assigned number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. Tooele County provides supervision of those undertaking community service projects at various locations. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and time sheet showing how many hours are completed.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of community service and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The courts maintain the record copy of court ordered community records.

AGENCY: Tooele County (Utah). County Council

SERIES: 5148

3

TITLE: Hazardous waste public opinion survey

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This survey was contracted by the county commission and undertaken by Dan Jones and Associates to survey public opinion in Tooele County concerning the construction of a hazardous waste facility. It was used by the county commission in making their final decision on whether to construct the plant. The survey includes a copy of the survey instrument, and its results show a breakdown by age, location, gender, political party, and educational level.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs expressed by the office and the historical value of this survey. Few county commissioners have contracted to undertake such public opinion surveys. This survey is of particular interest because of the importance of the issue to the future.

AGENCY: Tooele County (Utah). County Council

SERIES: 28482

1

TITLE: Index to minutes

DATES: 1894-1995.

ARRANGEMENT: Chronological by time period, thereunder alphabetical by subject.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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 administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 5138

3

TITLE: Informational subject files

DATES: 1974-

ARRANGEMENT: Chronological, thereunder alphabetical by subject.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These subject files are used for used for reference purposes. The files largely contain copies of materials sent to the county commission for its information or review. They include copies of correspondence, agreements and contracts, newspaper clippings, agenda, memoranda, magazine articles, minutes, certificates, reports, maps, diagrams, bylaws, plans and newsletters. As a general rule the commission only maintains copies, other offices are designated to hold the record copy. For example, the county clerk is responsible for all original contracts and minutes of the county commission.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Tooele County (Utah). County Council

SERIES: 5138

TITLE: Informational subject files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 5064

3

TITLE: Meeting files

DATES: 1910-1913; 1917-1923.

ARRANGEMENT: chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These files document issues discussed and decisions made during meetings of the Board of County Commissioners. They were used for reference purposes. The files include correspondence, claims, receipts, incoming correspondence, reports from other elected officials, applications for licenses, petitions, preliminary budgets, maps, legal papers, and appointments. Each document is folded, placed in an envelope, dated and action recorded on the envelope.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary historical value for future researchers to document the decisions of the Tooele County Commissioners. These records are some of the earliest correspondence for Tooele County.

AGENCY: Tooele County (Utah). County Council

SERIES: 84230

3

TITLE: Minutes

DATES: 1851-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These minute books record the actions of the county commission (known before statehood as the county court), the governing body of the county. The court managed all county business and county property, audited claims, reviewed financial reports, appropriated moneys, and authorized purchases of supplies and services. Members allocated water and timber rights, herdgounds, and mill sites; supervised road layout and oversaw the erection of public buildings; and created election precincts, road districts, school districts, and by 1883, irrigation districts also appointing superintendents of such districts. In 1855, the court created fortification districts. They levied property taxes for county purposes and after 1878 served as a board of equalization. They provided for elections and appointed other officials. They oversaw the maintenance of the indigent, insane, orphaned, and incapacitated, and provided for the health and safety of constituents. They regulated fences, created stray pounds, and paid bounties on varmints. They authorized liquor licenses by 1864, and by 1884, general business licenses. They granted franchises beginning in 1892. All these activities are noted in the minutes.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives.

AGENCY: Tooele County (Utah). County Council

SERIES: 84230

TITLE: Minutes

(continued)

Microfilm master: Retain in State Archives permanently.

M-Disc: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Archives permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This series has permanent historical value as primary documentation of the business handled and actions taken by the county commission.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 26174

3

TITLE: Monthly department reports

DATES: 1903-1924.

ARRANGEMENT: Alphabetically by county office and thereunder chronologically by date.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

The separate county departments submitted monthly reports to the county commission. These reports include month and year, and "a detailed account of the business done by the office" for the month. For each action the reports names date, type of business, names of parties involved, and amount of money involved in transaction. These reports are from the county recorder (1902-1924), the county treasurer (1913-1923), the sheriff (1913-1924), and the county clerk (1913-1924).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1902 through 1924. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Monthly department reports document the county's activities.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 29177

3

TITLE: Ordinance and correspondence files

DATES: 1912-1924

ARRANGEMENT: Alphabetical

DESCRIPTION:

These subject files are used for used for reference purposes. The files largely contain copies of materials sent to the county commission for its information or review. They include copies of correspondence, agreements and contracts, newspaper clippings, agenda, memoranda, magazine articles, minutes, certificates, reports, maps, diagrams, bylaws, plans and newsletters. As a general rule the commission only maintains copies, other offices are designated to hold the record copy. For example, the county clerk is responsible for all original contracts and minutes of the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of the inner workings of the County Commission.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 29431

1

TITLE: Ordinances

DATES: 1992-

ARRANGEMENT: none

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

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:

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

AGENCY: Tooele County (Utah). County Council

SERIES: 1797

1

TITLE: Ordinances and resolutions

DATES: 1896-

ARRANGEMENT: Generally chronological by date of passage or adoption.

ANNUAL ACCUMULATION: 0.40 cubic feet.

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 17-53-223 (1)(a) (2000)). 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 17-20-1.7 (2000)).

RETENTION:

Permanent. Retain permanently or until administrative need ends

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:

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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.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on both the evidential and informational value of these records. Ordinances have primary legal and administrative values to the county to document the laws regulating its operations. They also have secondary informational value to researchers examining the formulation of laws and decisions by the county commission.

AGENCY: Tooele County (Utah). County Council

SERIES: 1797

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 5114

3

TITLE: Outgoing correspondence

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the outgoing correspondence of the Tooele Board of County Commissioners. They include letters of appreciation, explanation, and policy matters. Most letters signed by the county commission originate from individual county offices. These files include copies of letters and any attachments sent with the original letter.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 25225

3

TITLE: Publications

DATES: 1976-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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.

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 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: Tooele County (Utah). County Council

SERIES: 25225

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 26158

3

TITLE: Records of business transacted

DATES: 1867-1888.

ARRANGEMENT: Chronological by meeting date.

TOTAL VOLUME: 0.25 cubic feet.

DESCRIPTION:

This series contains records from the Tooele County Court (precursor to the Tooele County Commission). Files include minute entries from the court as well as a variety of documents pertaining to business conducted by the court at individual meetings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the regular business handled by the county court. All county court records are historically significant because so few of them have survived.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 26399

3

TITLE: Relief Committee time books

DATES: 1933-1934.

ARRANGEMENT: None.

DESCRIPTION:

These Tooele County Relief Committee time books document hours worked by the specific laborers and teams the county employed. The time books contain separate pages for each week that include columns listing names of workers, hours worked for each day, total time, daily wage, and amount due each worker. It is unclear exactly what work the county was commissioning through the relief committee, however during the depression and before Utah county commissions were responsible to provide for the care, relief and maintenance of all indigent sick and dependent poor who lived within the county (Revised Statutes of Utah annotated, 1933 19-5-55).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These time books help document the work projects in Tooele County during the Great Depression.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 28593

1

TITLE: Road supervisor reports

DATES: 1900-

ARRANGEMENT: Chronological by year, thereunder alphabetical by precinct name.

DESCRIPTION:

This series contains reports submitted at the end of the year to the County Commission by road supervisors for the Ophir and Vernon Road Districts. The reports account for the work and expense of road work in each road district and allow for payment of road supervisors for their services. The reports list the work undertaken and the cost of the work, along with a list of individuals "residing within said District who are liable to be taxed for road purposes," a list of those who have worked on the roads to pay their share of the tax, the names of those who have paid the tax, the names of those who are delinquent in working or paying their road tax. The report also includes a list of work performed and the number of hours spent by those working on the roads and a list of days worked and expenses incurred by the road supervisor.

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 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).

This series has permanent historical value as a representative example documenting the mechanism used by counties to build and maintain roads at the turn of the 20th century.

AGENCY: Tooele County (Utah). County Council

SERIES: 28593

TITLE: Road supervisor reports

(continued)

AGENCY: Tooele County (Utah). County Council

SERIES: 26441

3

TITLE: Tooele County relief files

DATES: 1932-1935.

ARRANGEMENT: Alphabetically by document types

DESCRIPTION:

These files include various documents that relate to Utah Emergency Relief Administration activities in Tooele County. These include lists of recipients, family 'face sheets' (census type information), information about projects, disbursement orders, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These documents have outlived their fiscal or administrative usefulness, but may still be useful in understanding the economy in Tooele County during the depression.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Council

SERIES: 26154

3

TITLE: Tooele Valley Airport master plan

DATES: 1986.

ARRANGEMENT: None.

TOTAL VOLUME: 0.25 cubic feet.

DESCRIPTION:

The Tooele County Commission began exploring the feasibility of an airport in Tooele Valley in 1978. To this end the county worked with Rocky Mountain Associates Environmental Science and Engineering, Inc. to develop a master plan for the airport. This master plan was submitted to the county in 1986. It explains project goals and objectives, and provides an analysis of existing conditions, socioeconomic characteristics, aviation demand forecasts, economic feasibility, development alternatives, and an extensive environmental study. The master plan includes numerous tables and maps of the proposed airport.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This master plan helps document Tooele County Commission plans.

PRIMARY DESIGNATION:

Public