

## Retention and Classification Report

**Agency:** Washington County (Utah). County Commission (1540)

Administration Building  
197 East Tabernacle  
St. George, UT 84770  
435-637-5700

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

84226	Minutes
13752	Ordinances
25145	Publications
24573	Resolutions

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

**SERIES:** 84226

4

**TITLE:** Minutes

**DATES:** 1856-

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

**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:**

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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1907 and continuing to the present. Retain in County Archives permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

Paper: For records beginning in 1856 through 1887. Retain in State Archives permanently with authority to weed.

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

**SERIES:** 84226

**TITLE:** Minutes

(continued)

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

**SERIES:** 13752

1

**TITLE:** Ordinances

**DATES:** 1896-

**ARRANGEMENT:** 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)). From 1896-1999, ordinances and resolutions were filed together. In 2000, they were separated into different volumes.

**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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: 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:** Washington County (Utah). County Commission

**SERIES:** 13752

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25145

3

**TITLE:** Publications

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Washington County and made available to the public. Holdings: Flood Plain Information Virgin River, April 1973.

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 24573

1

**TITLE:** Resolutions

**DATES:** 2000-

**ARRANGEMENT:** Numerical by resolution number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). Between 1896 and 1999, resolutions were filed with ordinances (Series 13751). They were separated in 2000. These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-20-1.7(2000)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

**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.

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:** Washington County (Utah). County Commission

**SERIES:** 24573

**TITLE:** Resolutions

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY DESIGNATION:**

Public