Retention and Classification Report

Agency: Grand County (Utah). County Sheriff (2437)

Grand County Sheriff's Office
25 South 100 East
Moab, UT 84532
435-259-8115

Records Officer: _____

31161	*Account book
31503	Administrative files
31498	Arrests and jail logs
30789	*Docket and Fee Book

AGENCY: Grand County (Utah). County Sheriff

SERIES: 31161 3
TITLE: Account book
DATES: 1958-1963.
ARRANGEMENT: Chronological by payment date.
DESCRIPTION:

This series contains an account book used record the incoming and outgoing funds in the department. The record mostly includes documentation of service fees collected that are later submitted to the county treasurer.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have permanent value as a representative sample of the administrative work of county sheriffs.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Grand County (Utah). County Sheriff

SERIES: 31503 3
TITLE: Administrative files
DATES: 1927-1945
ARRANGEMENT: Roughly chronological.
DESCRIPTION:

This series contains three file boxes used by the Grand County Sheriff's Office from 1927-1945. The first box, which contains files from 1927-1928, was maintained while O.C. Miller was sheriff, and the other two boxes covering 1929-1945 were maintained while J.B. Skewes was sheriff. The boxes contain forms for legal functions, like search warrants, affidavits, and writs of attachment. Some of these forms are blank, and some have been completed and signed by the Justice of the Peace and/or the Grand County Attorney. The series also contains copies of court records, including complaints, suits, and letters of confession. Also included are forms with symbols demonstrating proper traffic signage, and wanted posters from other states for perpetrators of various crimes. Finally, the series contains correspondence between the sheriff and various parties, including sheriffs from other counties and states, state government agencies, and federal agencies like the Federal Bureau of Investigation.

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AGENCY: Grand County (Utah). County Sheriff

SERIES: 31503
TITLE: Administrative files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Sheriff

SERIES: 31498 3
TITLE: Arrests and jail logs
DATES: 1931-1963
ARRANGEMENT: Chronological by date of arrest.
DESCRIPTION:

This series contains three books, logs maintained by the Grand County Sheriff's Office. Each log contains information about individuals arrested and/or jailed for various offenses. Each log contains the date, the name of the offender, their charge, the amount fined or days to be served (if relevant), and miscellaneous notes about the disposition, such as transfer of custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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APPRAISAL:

These records have historical value(s).

These records have permanent value as a representative sample of the administrative work of county sheriffs.

PRIMARY DESIGNATION:

Public

AGENCY: Grand County (Utah). County Sheriff

SERIES: 30789 3
TITLE: Docket and Fee Book
DATES: 1896-1940.
ARRANGEMENT: Chronological by service date.
DESCRIPTION:

This series contains a book used to record services the sheriff's office performed in various civil court cases and for which the sheriff charged a fee. The most common services included serving summons, executions, and garnishments. There were also charges for such things as mileage, posting notices, and conducting sales of property.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The books in this series have permanent historical value as a representative sample documenting a routine function carried out by sheriff's offices in each county in the state.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).