Retention and Classification Report

Agency: Duchesne County (Utah). County Assessor (2531)

, UT

Records Officer: _____

28961	Appraisal records
13154	Financial records
13153	Insurance and property control reports
13155	Transportation reports

AGENCY: Duchesne County (Utah). County Assessor

SERIES: 28961 3
TITLE: Appraisal records
DATES: 1915-
ARRANGEMENT: Numerical by card number.
DESCRIPTION:

These records support the agency's function to assist in the calculation of property taxes by determining the value of properties which are subject to taxation in the county (Utah Code 59-2-1302(2011)). Records document the value and taxes or uniform fees for property, and are used to collect monetary obligations from the property owner, as well as to reassess the value of a property. Information includes the property's address, description, owner contact information, and related information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessor appraisal cards, GRS-201.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2016 and continuing to the present. Retain in Office permanently.

Digital image: For records beginning in 1981 through 2016. Retain in Office permanently.

Paper: For records beginning in 1980 through 2016. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records are of historical interest as they document land use and value to taxable properties within the county.

AGENCY: Duchesne County (Utah). County Assessor

SERIES: 28961
TITLE: Appraisal records

(continued)

PRIMARY DESIGNATION:

Public All other information

SECONDARY DESIGNATION(S):

Private. Income data

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Duchesne County (Utah). County Assessor

SERIES: 13154 1
TITLE: Financial records
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

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 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: Duchesne County (Utah). County Assessor

SERIES: 13153 1
TITLE: Insurance and property control reports
DATES: undated
ARRANGEMENT: chronological
DESCRIPTION:

Insurance & property control reports detail cost, value, aquisition date and asset numbers taken in inventory. Records may include class code reports, equipment inventory, invoices and other asset information.

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 until microfilmed and then transfer to State Archives with authority to weed.

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

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Assessor

SERIES: 13155 3
TITLE: Transportation reports
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 State Archives permanently with authority to weed.