

Retention and Classification Report

Agency: Sanpete County (Utah). County Assessor (2706)

160 North Main
Manti, UT 84642

Records Officer: _____

20845 Appraisal cards

AGENCY: Sanpete County (Utah). County Assessor

SERIES: 20845

3

TITLE: Appraisal cards

DATES: 1940-

ARRANGEMENT: Numerical by serial number

DESCRIPTION:

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

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:

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.

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(continued)

PRIMARY DESIGNATION:

Public