

Retention and Classification Report

Agency: Morgan County (Utah). County Assessor (2707)

P.O. Box 680
Morgan, UT 84050

Records Officer: _____

17609	Appraisal cards
20224	Valuation worksheets

AGENCY: Morgan County (Utah). County Assessor

SERIES: 17609

3

TITLE: Appraisal cards

DATES: 1900-

ARRANGEMENT: Numerical by parcel 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 transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Disposition based on the value of appraisal cards for historic research of property ownership and values and establishing the property values.

AGENCY: Morgan County (Utah). County Assessor

SERIES: 17609

TITLE: Appraisal cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Assessor

SERIES: 20224

1

TITLE: Valuation worksheets

DATES: 1993-

ARRANGEMENT: Numerical by serial number

DESCRIPTION:

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public