

# Retention and Classification Report

**Agency:** Garfield County (Utah). Board of Equalization (3185)

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

24396 Equalization minute books

**AGENCY:** Garfield County (Utah). Board of Equalization

**SERIES:** 24396

1

**TITLE:** Equalization minute books

**DATES:** 1902-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

**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.

**AGENCY:** Garfield County (Utah). Board of Equalization

**SERIES:** 24396

**TITLE:** Equalization minute books

(continued)

**PRIMARY DESIGNATION:**

Public