

## Retention and Classification Report

**Agency:** Tooele (Utah) (3305)

Tooele City Hall  
90 North Main Street  
Tooele, UT 84074  
435-843-2100

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

28549	Assessment rolls
29416	Budget proposals
30637	Miscellaneous administrative records
30604	Official bonds and oaths of office
30521	Property appraisal records
30612	Special improvement assessment records

**AGENCY:** Tooele (Utah)

**SERIES:** 28549

3

**TITLE:** Assessment rolls

**DATES:** 1889-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name or alphanumerical by plat and block or section designation.

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently or until until administrative need ends and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the assessment and collection of taxes by Tooele City.

**AGENCY:** Tooele (Utah)

**SERIES:** 28549

**TITLE:** Assessment rolls

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 29416

3

**TITLE:** Budget proposals

**DATES:** 1929-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). The records in this series are of permanent historical value as representation of the city's financial operations.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30637

3

**TITLE:** Miscellaneous administrative records

**DATES:** 1867-

**ARRANGEMENT:** Chronological by creation date or filing date.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

**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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series have enduring historical values as examples of the administrative operations of the city of Tooele.

**PRIMARY DESIGNATION:**

Public                      Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30604

3

**TITLE:** Official bonds and oaths of office

**DATES:** 1891-1942

**ARRANGEMENT:** Chronological by election year.

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices, as well as signed bonds.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as documentation of the organization of the agency and as identification of persons serving in elected and appointed positions.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30521

3

**TITLE:** Property appraisal records

**DATES:** 2000-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records contain the complete information on the appraisal and assessment of real property owned by Tooele City. Information may include property address, legal description including acreage, improvements size, quality of building, assessed valuations for land and improvements.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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 for 4 years and then transfer to State Records Center. Retain in State Records Center for 26 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their evidence of the the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**AGENCY:** Tooele (Utah)

**SERIES:** 30521

**TITLE:** Property appraisal records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30612

3

**TITLE:** Special improvement assessment records

**DATES:** 1930-1958

**ARRANGEMENT:** Chronological by project date.

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They may contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have permanent historical value as documentation of the legal and bureaucratic processes of planning and funding city infrastructure projects.

**AGENCY:** Tooele (Utah)

**SERIES:** 30612

**TITLE:** Special improvement assessment records

(continued)

**PRIMARY DESIGNATION:**

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