

## 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
30581	*Assessment rolls
29416	Budget proposals
28488	*Cemetery burial record
28511	*Cemetery deed record
28505	*Cemetery interment record and plot index
28487	*Cemetery lot book
28507	*Cemetery lot status record
30605	*City franchises and agreements
30593	*City marshal ledger
30591	*City tax collection record
30602	*Deeds for city property
30808	*Federal relief programs project files
30811	*Fire prevention inspection forms
30621	*Mayor's deeds records
30637	Miscellaneous administrative records
30613	*Municipal bonds
30604	Official bonds and oaths of office
30592	*Poll tax ledger
30521	Property appraisal records
30606	*Public Works log books
30608	*Public Works payroll ledgers
30607	*Public Works project files
30810	*Public works project files
30598	*Recapitulation records
28544	*Record of tax sales
30579	*Register of births
30816	*Register of warrants
30620	*Sexton's death report
30612	Special improvement assessment records

30583	*Tooele City Water Company records
30600	*Tooele City Waterworks financial records
30603	*Tooele City land grant certificate
28476	*Tooele Memorial Center Committee minutes
30590	*Treasurer account books
30594	*Warrants of payment
30601	*Water billing 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:**

Error - Format Type is invalid.

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:** 30581

3

**TITLE:** Assessment rolls

**DATES:** 1876-1888.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records document real property assessments and payments, and include names of property owners or possessors, lot and block locations, value of property, assessed livestock, and other assessed property such as clocks, watches and gold, silver and money on hand.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**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 legal rights, property, and taxation.

**PRIMARY DESIGNATION:**

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

**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:** 28488

1

**TITLE:** Cemetery burial record

**DATES:** 1853-1990.

**ARRANGEMENT:** Roughly alphanumerical by plat and block and chronological by burial date.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 location and identity of burials in the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28511

3

**TITLE:** Cemetery deed record

**DATES:** ca. 1860-ca.1970.

**ARRANGEMENT:** Generally alphanumerical by plat, block, and lot designation.

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 plot ownership in the cemetery.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Tooele (Utah)

**SERIES:** 28505

1

**TITLE:** Cemetery interment record and plot index

**DATES:** ca. 1852-1971.

**ARRANGEMENT:** Chronological by interment date and alphabetical by name.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 identity and location of burials in the cemetery.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. This series contains information about the cause of death of individuals that likely came from death certificates, which are considered private for 50 years in accordance with Utah Code 26-2-22.

**AGENCY:** Tooele (Utah)

**SERIES:** 28487

3

**TITLE:** Cemetery lot book

**DATES:** 1853-1971.

**ARRANGEMENT:** Alphanumerical by plat, block, and lot designations.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 location and identity of burials in the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28507

3

**TITLE:** Cemetery lot status record

**DATES:** ca. 1910 - ca. 1950.

**ARRANGEMENT:** Numerical by block number.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 lot ownership and the location of burials in the cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30605

3

**TITLE:** City franchises and agreements

**DATES:** 1890-1915.

**ARRANGEMENT:** Chronological by mailing date.

**DESCRIPTION:**

Series includes records documenting agreements between the city for services provided to the city or the use by citizens. Records include a franchise agreement between the city and the Tooele City Water Company.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County franchise records, GRS-264.

**AUTHORIZED:** 11-15-2019

**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 permanent historical value for documenting legal agreements for critical city infrastructure, utilities and services.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30593

3

**TITLE:** City marshal ledger

**DATES:** 1910-1921.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This record documents the various fees and monies collected by City Marshal , including business license fees, estray fees, and costs associated for managing city prisoners.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The record in this series is of permanent historical value as representation of the role of the city marshal in Utah.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2021).

**AGENCY:** Tooele (Utah)

**SERIES:** 30591

3

**TITLE:** City tax collection record

**DATES:** 1871-1873.

**ARRANGEMENT:** Roughly alphabetical by tax payer.

**DESCRIPTION:**

This record documents the collection of city tax in Tooele City, the record includes the name of the tax payer, a column for city tax, county tax and territorial tax, and the total amount paid.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records documents the municipal tax collection process in the territorial period.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30602

3

**TITLE:** Deeds for city property

**DATES:** 1876-1920.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This deeds document property transferred to or purchased by Tooele City. The records state the name of the buyer and the seller, describe the property that is being transferred, and include the signature of the party that is transferring the property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

These records document the purchase of real property by Tooele City.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30808

3

**TITLE:** Federal relief programs project files

**DATES:** 1932-1944.

**ARRANGEMENT:** Roughly chronological, thereunder numerical by project number.

**DESCRIPTION:**

This series contains project files and applications for federally funded public works projects for Tooele City. Records include but are not limited to; project applications, financial statements and related progress reports related to projects funded by the Federal Emergency Administration of Public Works, Civil Works Projects, Emergency Relief Administration , Works Project Administration, Federal Works Agency, Federal Housing Administration and War Production Board. Projects included sewer installation, street paving, residential house construction and the construction of the Tooele City Hall.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This series contains a representative sample of project files that reflect the types of public works projects funded by the federal government during and the years immediately following the Great Depression,



**AGENCY:** Tooele (Utah)

**SERIES:** 30808

**TITLE:** Federal relief programs project files

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-310 (2008).

**AGENCY:** Tooele (Utah)

**SERIES:** 30811

3

**TITLE:** Fire prevention inspection forms

**DATES:** 1957.

**ARRANGEMENT:** Chronological by inspection date.

**DESCRIPTION:**

This series contains forms completed by an inspector for the prevention of fires that contain questions reviewing relevant safety features of local structures. Questions on the form include; the condition of electrical wiring, the types of heating used in a structure, number of exits in a building, number of fire extinguishers and other general information about the nature of combustibles in the building. The forms also include the name of the establishments being inspected, the owners name, parties responsible for maintenance of the structure, location of the establishment, and construction type.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The series contains a representative sample of city fire inspection procedures, and also contains the names of local businesses, government and private structures, names of property owners and general descriptions of the building type.

**AGENCY:** Tooele (Utah)

**SERIES:** 30811

**TITLE:** Fire prevention inspection forms

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30621

3

**TITLE:** Mayor's deeds records

**DATES:** 1873-1910.

**ARRANGEMENT:** Alphabetical by lot owner name.

**DESCRIPTION:**

This series contains certificates of lot filings, issued by the Probate Court, and filed with the City of Tooele for ownership of lots within the city limits, deeds were then issued by the mayor for property ownership.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as primary documentation of the process by which settlers in Tooele City received legal title to their property.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(2)(2023).

**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:** 30613

3

**TITLE:** Municipal bonds

**DATES:** 1911-1979.

**ARRANGEMENT:** Chronological by bond issuance date.

**DESCRIPTION:**

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 bonds preserved in this series have permanent historical value because of their strong visual and artifactual quality that documents the municipal bonding process.

**PRIMARY DESIGNATION:**

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

**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:** 30592

3

**TITLE:** Poll tax ledger

**DATES:** 1911-1919.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This poll tax ledger was kept by city staff to account for each individual liable to pay the tax levied on their person.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The record in this series is of permanent historical value as representation of taxation in early Utah. It is of genealogical value as a record of individuals living in Tooele City at the turn of the century.

**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:** 30606

3

**TITLE:** Public Works log books

**DATES:** 1924-1940.

**ARRANGEMENT:** Chronological by year and entry date.

**DESCRIPTION:**

Records include a series of day books the document the daily work performed by an employee of the Tooele City Public Works Department.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 permanent historical value as records that document the day to day work of the public works department during the Works Progress Administration era.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30608

3

**TITLE:** Public Works payroll ledgers

**DATES:** 1933-1955.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Payroll ledgers that document the weekly pay for public works employees.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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).

This series has permanent historical value as records that document the pay of public works employees during the Works Progress Administration era.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30607

3

**TITLE:** Public Works project files

**DATES:** 1932-1940.

**ARRANGEMENT:** Chronological by project date.

**DESCRIPTION:**

Records include public works project files that document various infrastructure projects build in Tooele City, many including Works Progress Administration funded projects.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Documents the work of the public works department during the Works Progress Administration era.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Tooele (Utah)

**SERIES:** 30607

**TITLE:** Public Works project files

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30810

3

**TITLE:** Public works project files

**DATES:** 1927-1937.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series includes project files for Tooele City public works projects funded through city bonds. Files may include facility blueprints and project plans, meeting records, bond certificates, construction bids and financial records.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records document important infrastructure construction in Tooele City.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-310 (2008).

**AGENCY:** Tooele (Utah)

**SERIES:** 30598

3

**TITLE:** Recapitulation records

**DATES:** 1923-1945.

**ARRANGEMENT:** Chronological by year and month.

**DESCRIPTION:**

Recapitulation records document annual accounting for the city of Tooele for audit purposes, records can include summaries of cash on hand or the value of city assets.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have enduring historical value as an example of the financial record keeping of Tooele City in the early twentieth century.

**PRIMARY DESIGNATION:**

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



**AGENCY:** Tooele (Utah)

**SERIES:** 28544

3

**TITLE:** Record of tax sales

**DATES:** 1923-1939.

**ARRANGEMENT:** Roughly chronological by tax sale date.

**DESCRIPTION:**

These are records required to be prepared by county treasurers as the "official record of delinquent taxes in the same order as property appears in the assessment rolls" (UCA 59-2-1338(1) (2003)). They are required to include the name of the person to whom property is assessed; description of the delinquent parcel, and a reference to the parcel, serial, or account number under which the property was listed in the assessment roll; the amount of delinquent taxes, penalties, and administrative costs; and the date of redemption and by whom the property is redeemed (UCA 59-2-1338 (2003)). The record shall provide space for "entering delinquent taxes assessed years against each parcel which remains unredeemed" (UCA 49-2-1338(2) (2003)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 tax sales in Tooele City and the tax sale process of the time period.

**AGENCY:** Tooele (Utah)

**SERIES:** 28544

**TITLE:** Record of tax sales

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30579

3

**TITLE:** Register of births

**DATES:** 1902-1904.

**ARRANGEMENT:** Numeric by entry number, roughly chronological by date of birth

**DESCRIPTION:**

This series contains a register of births created by the Tooele City Board of Health. The record contains information about individuals born in Tooele City including entries for sex, color, race, date of birth, place of birth, father's name, mother's name, parents residence and name of informant.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

Records contains vital record information regarding births in Tooele City.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-310(2008).

**AGENCY:** Tooele (Utah)

**SERIES:** 30816

3

**TITLE:** Register of warrants

**DATES:** 1915-1921.

**ARRANGEMENT:** Chronological by payment date, thereunder numerical by warrant number.

**DESCRIPTION:**

This series contains an account book kept by the Tooele City Treasurer that documented warrants used to pay for city expenses and that could be used to reconcile spending with a register of spending kept by the city recorder. Information in the record includes date of entry, warrant number, to whom the payment was issued, for what service, the amount. In some cases the record also includes to which department expenses were applied; including police, fire, fire hydrants, streets, health, publishing, library or cemetery

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records provide evidence of the primary function of a city treasurer.

**AGENCY:** Tooele (Utah)

**SERIES:** 30816

**TITLE:** Register of warrants

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30620

3

**TITLE:** Sexton's death report

**DATES:** 1900-1903.

**ARRANGEMENT:** Chronological by date of death.

**DESCRIPTION:**

This record contains information collected by the city sexton documenting recorded deaths in Tooele City. The record contains the name of deceased, the decedent's date of birth, birth location, names of relatives, cause of death, name of medical attendant, and location of burial. Records were filed during the years 1900-1903 with the Tooele City Board of Health.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

Record contains vital record information about deaths in Tooele City.

**PRIMARY DESIGNATION:**

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

**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).



**AGENCY:** Tooele (Utah)

**SERIES:** 30603

3

**TITLE:** Tooele City land grant certificate

**DATES:** 1872.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Certificate recording the patent of land granted to Tooele City mayor.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).  
Documents the history land ownership in Tooele City.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30583

1

**TITLE:** Tooele City Water Company records

**DATES:** 1890-1915.

**ARRANGEMENT:** None.

**DESCRIPTION:**

The records in this series were created and collect by the Tooele City Water Company prior to its acquisition by the City of Tooele in 1915. The records series includes stock owner records, correspondence, memos, petitions, agreements, resolutions, right of ways, and legal proceedings between the water company and the Settlement Canyon and Oquirrh Canyon irrigation companies. Records also includes a business license ledger from Tooele City from 1959.

**RETENTION:**

Retain permanently

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the early management and establishment of the Tooele City Water Company.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30600

3

**TITLE:** Tooele City Waterworks financial records

**DATES:** 1925-1944.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are records document operational expenses of the Tooele City Waterworks. Records include a cash book and a recapitulation ledger.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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).

These records contain permanent historical value since they document the finances of the operation of the Tooele City Waterworks.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 28476

3

**TITLE:** Tooele Memorial Center Committee minutes

**DATES:** 1945-1946.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or 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 efforts to construct a community memorial building in Tooele.

**AGENCY:** Tooele (Utah)

**SERIES:** 28476

**TITLE:** Tooele Memorial Center Committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 30590

3

**TITLE:** Treasurer account books

**DATES:** 1864-1960.

**ARRANGEMENT:** Chronological by payment date.

**DESCRIPTION:**

Records document monies taken into and paid out of the treasury accounts of Tooele City. Payments were generally collected or requested by the City Recorder as approved by the City Council, and then requested to be paid out by City Treasurer, payments were subsequently documented in the account books. Records could be then reconciled with City Recorder's account books for audit purposes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records document financial processes of Tooele City in the early territorial period.

**AGENCY:** Tooele (Utah)

**SERIES:** 30590

**TITLE:** Treasurer account books

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30594

3

**TITLE:** Warrants of payment

**DATES:** 1929-1934.

**ARRANGEMENT:** Chronological by payment date.

**DESCRIPTION:**

Warrants of payment were issued to authorize payment by the City Treasurer by City Recorder or City Council to pay specified amounts for goods or services. This series includes a sampling of warrant receipts and a register documenting the authorized payments. The records include billheads from various Tooele businesses whose services were used by the city to buy supply or service city vehicles.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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).

This series has permanent historical value as a record that documents a sample of the payment process used by Tooele City, records include billheads with logos and names from local Tooele businesses.



**AGENCY:** Tooele (Utah)

**SERIES:** 30594

**TITLE:** Warrants of payment

(continued)

**PRIMARY DESIGNATION:**

Public

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

**AGENCY:** Tooele (Utah)

**SERIES:** 30601

3

**TITLE:** Water billing records

**DATES:** 1921-1938.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Ledgers containing billing information for individual addresses for water services. Records may include the name of the property owner, address, and the amount of water used for each billing cycle.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This records document early water use in Tooele City, and shows an example of how cities provided water to residents in the early twentieth century.

**PRIMARY DESIGNATION:**

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