

## Retention and Classification Report

**Agency:** Provo (Utah). City Recorder. (4571)

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

30363	*Financial ledgers
30318	*License register
15885	Oaths
30327	*Record of Appointed and Elected Officers of Provo City
30307	Scrapbooks
30330	*Water rights documentation

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30363

3

**TITLE:** Financial ledgers

**DATES:** 1873-1912.

**ARRANGEMENT:** Roughly chronological by payment date.

**DESCRIPTION:**

These records document financial accounts of Provo City as kept by the city recorder. Records include names of accounts of individuals being charged for city services or for whom the city was paying for services, and the amount debited or credited to the account. It also includes city accounts to track income and expenditures related to specific city functions.

**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.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Records document early financial practices of Provo City, and includes names of individuals and business found in the city.

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30363

**TITLE:** Financial ledgers

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30318

3

**TITLE:** License register

**DATES:** 1883-1912.

**ARRANGEMENT:** Numerical by license number.

**DESCRIPTION:**

Record contains summary information of business licenses issued by the city and includes the license number, name of the business, location of the business within the city, the type of business, amount paid for the license and expiration of license.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Business license registers and indexes, GRS-289.

**AUTHORIZED:** 08-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This record provides information about businesses in the city, their locations and names of owners. It also documents the city function of licensing and regulating businesses.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 15885

3

**TITLE:** Oaths

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of signed oaths required of all officials of all municipal officials, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 15885

**TITLE:** Oaths

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30327

3

**TITLE:** Record of Appointed and Elected Officers of Provo City

**DATES:** 1893-1931.

**ARRANGEMENT:** Chronological by year appointed.

**DESCRIPTION:**

Records contains a list of appointed and elected officials of Provo City from 1893-1911. Records includes name of appointed or elected officials, date of election or appointment, name of office, date when term begins, date when term expires, date of death or resignation, date of removal, cause of removal from office, name of the person who filled the vacancy and various remarks. From June 1930 - April 1931 the book was used as a police call log, documenting the dates and times various officers went on shift.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County officials register, GRS-254.

**AUTHORIZED:** 03-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their contribution to knowledge and understanding of the people and communities of our state.

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30327

**TITLE:** Record of Appointed and Elected Officers of Provo City

(continued)

**PRIMARY DESIGNATION:**

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



**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30307

3

**TITLE:** Scrapbooks

**DATES:** 1971-1972; 1974

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: 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 activities and development in Provo in the early 1970s.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). City Recorder.

**SERIES:** 30330

3

**TITLE:** Water rights documentation

**DATES:** 1861-1936.

**ARRANGEMENT:** Generally chronological by documentation date.

**DESCRIPTION:**

This series contains copies of records related to water rights in the city.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**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:**

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as a synopsis of actions taken by the city regarding water rights over time.

**PRIMARY DESIGNATION:**

Public