

Retention and Classification Report

Agency: Box Elder County (Utah). County Recorder (93)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
435-734-2031

Records Officer: _____

06285	Deed indices & bonds
06289	Fee and entry books
03661	Land records book
84097	Mining records
24275	Miscellaneous record books
06287	Mortgagee/mortgagor indexes
07132	Official records
17649	Plat maps
23098	Subdivision plats

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6285

3

TITLE: Deed indices & bonds

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

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 County official records, GRS-305.

AUTHORIZED: 07-06-2018

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 State Archives permanently with authority to weed.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6285

TITLE: Deed indices & bonds

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012)

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6289

4

TITLE: Fee and entry books

DATES: i 1888-

ARRANGEMENT: Numerical by document number

DESCRIPTION:

These books record all legal instruments filed with the county recorder. A record of any fee is attached if assessed for services by the county. Information includes fees collected, date and person filing legal instrument; entry number; type of instrument; date recorded; description of property (if involved); volume and page where instrument was recorded; names of interested parties; and consideration for property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 3661

3

TITLE: Land records book

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84097

4

TITLE: Mining records

DATES: 1871-

ARRANGEMENT: Chronological by date filed.

DESCRIPTION:

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Mining records contain notices of location which provide the name of claim, locators, locations, legal description, and the mining district; proofs of labor which record the work performed at each mine annually; and deeds which record information affecting the title to the mining property. Other records include mineral certificates, affidavits of ownership, mining leases, and options to purchase. Until the law changed in 1897 mining districts in Utah had the option of electing their own mining district recorder. Many of the larger districts within Utah chose to elect their own recorders while claims and other records within smaller mining districts or in unorganized areas were filed with the county recorder. Beginning in 1897, all mining records in the county were filed with the county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84097

TITLE: Mining records

(continued)

APPRAISAL:

These records have historical, and/or legal value(s).

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 24275

3

TITLE: Miscellaneous record books

DATES: 1876-

ARRANGEMENT: Chronological, thereunder alphanumerical by book letter and page number

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)).
The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 24275

TITLE: Miscellaneous record books

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6287

3

TITLE: Mortgagee/mortgagor indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1995)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6287

TITLE: Mortgagee/mortgagor indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 7132

4

TITLE: Official records

DATES: i 1893-

ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1912 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United State Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then return original instrument to owner.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

Computer data files: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 7132

TITLE: Official records

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

By statute these records are both permanent and are open to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 17649

1

TITLE: Plat maps

DATES: 1943-

ARRANGEMENT:

DESCRIPTION:

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Maps: 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.

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

While ownership plats are retained only until they are superseded, periodically retaining plat maps will provide a valuable historical record of property ownership.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 17649

TITLE: Plat maps

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 23098

1

TITLE: Subdivision plats

DATES: 1893-

ARRANGEMENT: Alphabetical by subdivision

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)