Retention and Classification Report

Agency: Cache County (Utah). County Recorder (130)

179 North Main, #101
Logan, UT 84321
801-752-5561

Records Officer: _____

27891	Abstract records
29014	County code
27885	Fee and entry books
30396	Mortgagor indexes
12322	Official records
22840	Plat map book
27896	U.S. surveys

AGENCY: Cache County (Utah). County Recorder

SERIES: 27891 3
TITLE: Abstract records
DATES: c 1886-
ARRANGEMENT: geographically
DESCRIPTION:

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kind of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004). Abstract 32 is a water book. These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2011)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2011).

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.

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27891
TITLE: Abstract records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 29014 1
TITLE: County code
DATES: 1856-
ARRANGEMENT:
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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:

Computer data files: 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 decisions and actions of the county.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Cache County (Utah). County Recorder

SERIES: 27885 3
TITLE: Fee and entry books
DATES: 1888-
ARRANGEMENT: chronological
DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 30396 3
TITLE: Mortgagor indexes
DATES: 1898-
ARRANGEMENT: Chronological
DESCRIPTION:

These records are an index to the mortgage records kept by the Cache County recorder and reference mortgagors.

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 administrative ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent value as a tool to assist in accessing permanent mortgage records.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Cache County (Utah). County Recorder

SERIES: 12322 3
TITLE: Official records
DATES: 1855-
ARRANGEMENT: Numerical by entry number.
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:

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

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

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

AGENCY: Cache County (Utah). County Recorder

SERIES: 12322
TITLE: Official records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 22840 3
TITLE: Plat map book
DATES: 1974-
ARRANGEMENT: numerical
DESCRIPTION:

This series contains plat maps for Cache County.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

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

APPRAISAL:

These records have historical value(s).

The plat map book provides a historical snapshot of land ownership in Cache County.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27896 3
TITLE: U.S. surveys
DATES: c. 1869-
ARRANGEMENT: unknown
DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth?s surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public