

Retention and Classification Report

Agency: Davis County (Utah). County Surveyor (266)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

11686	Address maps
11693	Field books
11696	Local tie sheets
05886	Maps
11697	Minor subdivision maps
11702	Plat maps indexes
11705	Recorded surveys
11713	Working papers

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11686

1

TITLE: Address maps

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These official maps document all addresses within the county. They include the township, range, section, towns, streets, roads, and actual addresses. These maps are updated with new streets, roads, and addresses added. New maps are only created when additions make existing maps too cumbersome to use. In some counties each incorporated city or town is responsible for maintaining their own addressing system.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11693

1

TITLE: Field books

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These books contain the original survey notes and measurements by surveyors. They are used to create maps and diagrams for specific projects and to update reference sheets. They include township, section, range, survey measurements, elevations, and grade with some sketches of area and notes regarding the project.

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:

Digital image: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11696

3

TITLE: Local tie sheets

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These sheets document the permanent corner locations of each section or quarter section. Since all surveys are tied to these corners it is critical that they can be perpetually located. The county surveyor is required to "to establish all corners of government surveys and reestablish all corners of government surveys where corners have been destroyed" (UCA 17-23-1(1)(4) (1995). These drawings include township, section, range, monuments, corners, survey measurements, and markers (e.g., manhole covers, telephone poles, walls) and survey or replacement date to allow for accurate location of corner. These sheets are updated as new information is collected. They may also be called reference sheets.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local tie records, GRS-380.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

Computer data files: Retain in Office until superseded or obsolete and then delete.

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11696

TITLE: Local tie sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 5886

3

TITLE: Maps

DATES: 1890-

ARRANGEMENT: Chronological by creation date.

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, geospatial data sets, 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:

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

M-Disc: 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 information gathered and used by the Surveyor's office and of the geography and infrastructure of the county.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11697

1

TITLE: Minor subdivision maps

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are maps of subdivisions which contain nine lots or less. "Subdivisions of less than ten lots, may be sold by metes and bounds" (UCA 17-27-806 (1995)). These maps are not recordable with the county recorder, but may be filed with the county surveyor. These maps include township, section, range, lot boundaries, and surveyor's certificate attesting to the accuracy to all measurements.

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.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11702

1

TITLE: Plat maps indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are plat maps used as an index to illustrate the location of recorded surveys. They show locations of recorded surveys with the entry number of the recorded survey.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then destroy.

Computer data files: Retain in Office until updated and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11705

3

TITLE: Recorded surveys

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11705

TITLE: Recorded surveys

(continued)

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11713

3

TITLE: Working papers

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project completion and then destroy.

PRIMARY DESIGNATION:

Public