

## Retention and Classification Report

**Agency:** San Juan County (Utah). County Recorder (904)

San Juan County Courthouse  
117 South Main, P.O. Box 789  
Monticello, UT 84535  
435-587-3228

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

83187	Abstract books and indexes
23830	Annexation and township maps
83185	Fee and entry books
14786	General filing index
14771	Grantor and grantee indexes
23906	Informational maps
14772	Mortgagee/mortgagor indexes
06682	Official records
24066	Ownership plat maps
22839	Plat map book
23832	Recorded (miscellaneous)maps
06157	Robert W. Morgan estate index
23904	Scheley water decision maps
23831	Subdivision maps
14773	Water claims indexes

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83187

3

**TITLE:** Abstract books and indexes

**DATES:** [ca. 1949]-

**ARRANGEMENT:** Numerical by township, range, and section

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83187

**TITLE:** Abstract books and indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23830

3

**TITLE:** Annexation and township maps

**DATES:** ca. 1950-

**ARRANGEMENT:** Alphabetical by town and district

**DESCRIPTION:**

These are maps of incorporated areas annexed by municipalities. Upon the annexation of the territory a requirement is to immediately file "a transparent, reproducible plat or map" in the office of the county recorder, "together with a certified copy of the resolution or ordinance declaring the annexation" (UCA 10-2-415(4a) (1995)). They also include the original township maps in San Juan County.

**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 Property annexation records, GRS-291.

**AUTHORIZED:** 03-20-2019

**FORMAT MANAGEMENT:**

Maps: 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)

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83185

3

**TITLE:** Fee and entry books

**DATES:** [ca. 1955]-

**ARRANGEMENT:** Numerical by book, page, and entry number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (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 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.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83185

**TITLE:** Fee and entry books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14786

3

**TITLE:** General filing index

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(11) (1990)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14771

3

**TITLE:** Grantor and grantee indexes

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1995). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995). One volume (1919-1947) is titled "Grantors to Index Mortgagers," Book 1. Another (1936-1947) is titled "Grantee's to dex Mortgagees" Book 1. Both include information on grantees/grantors.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14771

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23906

1

**TITLE:** Informational maps

**DATES:** 1900-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are various maps filed with the county recorder. They are used for reference purposes. They include maps of county roads and highways,

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14772

3

**TITLE:** Mortgagee/mortgagor indexes

**DATES:** 1883-

**ARRANGEMENT:** Chronological by surname

**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:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**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.

**PRIMARY DESIGNATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6682

4

**TITLE:** Official records

**DATES:** i 1919-

**ARRANGEMENT:** Numerical by book number, thereunder chronological  
**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:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1983. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

Digital image: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6682

**TITLE:** Official records

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24066

1

**TITLE:** Ownership plat maps

**DATES:** 1900-

**ARRANGEMENT:** Numerical by township, range, and township

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until microfilmed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 22839

3

**TITLE:** Plat map book

**DATES:** unknown

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains plat maps from San Juan 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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23832

1

**TITLE:** Recorded (miscellaneous)maps

**DATES:** ca. 1890-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

Maps: Retain in Office permanently after being microfilmed.

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Microfilm duplicate: Retain in Office permanently.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6157

3

**TITLE:** Robert W. Morgan estate index

**DATES:** 1890-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**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.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23904

1

**TITLE:** Scheley water decision maps

**DATES:** 1900-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are copies of state engineer document decision of the priority of water rights within in San Juan. They are used for reference purposes.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23831

1

**TITLE:** Subdivision maps

**DATES:** ca. 1950-

**ARRANGEMENT:** Numerical by subdivision number

**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)).

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Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**PRIMARY DESIGNATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14773

3

**TITLE:** Water claims indexes

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are indexes to recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument.

**RETENTION:**

Retain permanently

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07-06-2018

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**PRIMARY DESIGNATION:**

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