

## Retention and Classification Report

**Agency:** Tooele County (Utah). County Recorder (1166)

Tooele County Courthouse  
47 South Main  
Tooele, UT 84074  
435-882-5550

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

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**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 5467

3

**TITLE:** Deposits with county auditor report

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are carbon copies or photocopies of checks issued and are maintained solely as a quick reference source.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office and the basic three year audit period.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 11764

3

**TITLE:** Federal tax lien index

**DATES:** 1949-

**ARRANGEMENT:** Numerical by entry number.

**DESCRIPTION:**

This books indexes federal tax liens. The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (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 certificates of discharge, GRS-296.

**AUTHORIZED:** 09-01-1991

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1949 through 1988. Retain in Office permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 11764

**TITLE:** Federal tax lien index

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 84262

4

**TITLE:** Fee and entry books

**DATES:** 1899-

**ARRANGEMENT:** Alphabetical by book letter, thereunder numerical by page number

**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:**

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: For records beginning in 1899 through 1985. Retain in Office permanently.

Paper: For records beginning in 1986 through 1996. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 84262

**TITLE:** Fee and entry books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 6099

4

**TITLE:** Grantor and grantee indexes

**DATES:** 1886-

**ARRANGEMENT:** Alphabetical by name of grantee/grantor or principal party

**DESCRIPTION:**

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Tooele County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded. 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 "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2011)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (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: For records beginning in 1986 through 1996. Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 6099

**TITLE:** Grantor and grantee indexes

(continued)

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1886 through 1985. Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Grantee and grantor indexes are legally required to be kept permanently. UCA 17-21-6(1)(c).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 30536

3

**TITLE:** Historical maps

**DATES:** 1868-ca. 1910

**ARRANGEMENT:** None.

**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 State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of early surveys and land use in the county.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 28284

3

**TITLE:** Military Discharges

**DATES:** 1986-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are legal instruments recorded by the Tooele 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(1)(d,e) (2003)). These are indexes concerning mortgagors and mortgagees.

**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: For records beginning in 1986 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 24182

4

**TITLE:** Mining districts index

**DATES:** 1951-

**ARRANGEMENT:** Alphabetical by mining district, thereunder chronological by date filed.

**DESCRIPTION:**

The Tooele County recorder created an index to mining records which is organized according to the mining district in which the claim was located. The index provides reference to notices of location (mining claims), affidavits showing proof of labor on claims, and other mining documents. This index includes the name of the claim, the names of grantor and grantee (buyer and seller), type of document, document date, recorder's entry number, and the book and page number where the document was recorded. These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

**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:**

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1988 through 1988. Retain in State Records Center permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 24182

**TITLE:** Mining districts index

(continued)

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1951 through 1987. Retain in Office permanently.

**APPRAISAL:**

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

This index provides reference to mining documents and is organized by mining district in which the claim was located.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 24563

3

**TITLE:** Miscellaneous records index

**DATES:** 1901-

**ARRANGEMENT:** alphabetical, thereunder chronological.

**DESCRIPTION:**

The Tooele County Recorder created an index to miscellaneous records. The index indicates date of filing, book and page where recorded, kind of instrument, and names of grantee and grantor. Some of the documents referred to in this index are: contracts, leases, death certificates, affidavits, resolutions, powers of attorney, diplomas, covenants, restrictions, bonds, orders, licenses, lease and agreements, decrees, bills of sale, liens, notices of lis pendens, easements, 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:**

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1901 through 1988. Retain in Office permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 24563

**TITLE:** Miscellaneous records index

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 5472

3

**TITLE:** Monthly auditor's report

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a three-part monthly report certifying the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report for the county commissioner. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The county auditor maintains the record copy of these reports.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 6161

3

**TITLE:** Mortgage Records and Indexes

**DATES:** 1875-

**ARRANGEMENT:** chronological.

**DESCRIPTION:**

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

**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: For records beginning in 1962 and continuing to the present. Retain in State Records Center permanently.

Microfilm duplicate: For records beginning in 1875 through 1978. Retain in Office permanently.

Microfilm master: For records beginning in 1875 through 1978. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1875 through 1961. Retain in Office permanently.



**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 7713

1

**TITLE:** Official maps and plats and index

**DATES:** 1893-

**ARRANGEMENT:** Alphanumerical by location code

**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:**

Paper: Retain in Office until microfilmed and then maintain permanently in office.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 7134

4

**TITLE:** Official records

**DATES:** 1930-

**ARRANGEMENT:** chronological.

**ANNUAL ACCUMULATION:** 76.00 cubic feet.

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1974 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 States 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 included 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: For records beginning in 1973 through 1993. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

Paper: For records beginning in 1930 through 1972. Retain in Office permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 7134

**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 UCA 17-21-19

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 30641

3

**TITLE:** Ownership cards

**DATES:** 1900-

**ARRANGEMENT:** Numerical by parcel number.

**DESCRIPTION:**

These records track the ownership of property and document any changes of ownership over time. The records include the name of the property owner, legal description of the property including parcel number, section, township and range.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1900 through 2008. Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Records document the ownership, and exchange of ownership of land.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 30641

**TITLE:** Ownership cards

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-201(2)(2023).

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 84225

4

**TITLE:** Powers of attorney

**DATES:** i 1872-

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

**DESCRIPTION:**

This record shows the authorizing of legal power for parties involved in land acquisitions. Information includes date of the instrument; names of grantor and grantee; powers granted; acknowledgment; date recorded; and signatures of grantor and county recorder.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

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

Paper: For records beginning in 1872 through 1988. Retain in Office permanently.

**AGENCY:** Tooele County (Utah). County Recorder

**SERIES:** 17495

3

**TITLE:** Township index

**DATES:** ca. 1880-

**ARRANGEMENT:** Numerical by township and range

**DESCRIPTION:**

This book serves an index to the abstract book. It is arranged by township and range and indicates the book and page where land transfer is abstracted. It includes township and range number, abstract book and page 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 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)