

Retention and Classification Report

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

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

Records Officer

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AGENCY: Tooele County (Utah). County Recorder

SERIES: 6026

4

TITLE: Abstracts records

DATES: i 1856-1989.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Microfilm master: For records beginning in 1891 through 1978. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84210

4

TITLE: Agreements and lease records

DATES: i 1875-1955.

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

DESCRIPTION:

This record represents legal agreements concerning the change of ownership of land registered with the county recorder. The information shows names of parties to agreement; date and terms of agreements; legal description of property; consideration; date of payment; amounts of principal and interest; total amount; acknowledgment; and signature of the county recorder.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1875 through 1955.
Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 5476

3

TITLE: Blueprint maps

DATES: ca. 1930-1984.

ARRANGEMENT: None

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These are miscellaneous blueprint highway maps. They no longer have any purpose to the agency. Most are unlabeled, undated, and unidentified. They include blueprint maps of Tooele County roads, highways, and railroads.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on the record's lack of value to the agency. These maps are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6080

4

TITLE: Deeds

DATES: 1852-1955.

ARRANGEMENT: chronological by volume, thereunder roughly chronological by document filing date.

**TOTAL VOLUME:
DESCRIPTION:**

These are recorded copies of various types of deeds registered with the county recorder that show land ownership. Types of deeds may be sheriff, administrator, quit claim, guardian, probate, mayor, and trust deeds. Information recorded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded. When the Utah territorial legislature established regulations for the transfer and possession of real estate, they determined that a deed must be recorded by the county recorder for every transfer of property (Laws of Utah, 1852. p. 66-67). Early Tooele County deed books document the transfer of both land and mineral rights, however because of extensive mining in Tooele County, deeds relating to mining claims dominate Tooele County deed books through the first three decades of the territorial period. Early books contain numerous deeds involving P. Edward Connor. Connor, commander of federal troops and mining entrepreneur, has sometimes been called "father of Utah mining." Land deeds are scattered throughout the books. Of particular interest, Book A documents the allotment of farm and city lots in Tooele and Grantsville at the time of original settlement. Book B contains many consecration deeds. Land certificates are grouped in Book C. Land records dominate Books O, V, and Z, and include the mayor's deeds transferring federally recognized title to owners of town lots in Tooele.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6080

TITLE: Deeds

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1948 through 1974. Retain in Office permanently after being microfilmed.

Microfilm duplicate: For records beginning in 1873 through 1974. Retain in State Archives permanently.

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

PRIMARY CLASSIFICATION:

Public

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 7.

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

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 7.

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24174

4

TITLE: General mining index

DATES: 1869-1978.

ARRANGEMENT: Chronological with volume entries alphabetical by first letter of claim name, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Tooele County recorder created a general index to mining related documents. This index not only provides reference to notices of location (claims) and mining deeds, but also to mineral certificates, bonds, mortgages, agreements, notices of sale, powers of attorney, mining district by-laws, patents, etc. The first index (Mining Index Book A) provides only the name of a claim and the book and page number where a document was recorded. Thereafter, the index books also identify the type of document and the mining district in which the relevant claim was located. Beginning with Book K the date filed is also included. Entries made after 1955 include the county recorder's entry number.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical Legal

The general mining index provides reference to all mining related documents recorded by the Tooele County recorder.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24174

TITLE: General mining index

(continued)

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1990 through 1990. Retain in State Records Center permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6099

TITLE: Grantor and grantee indexes

(continued)

Microfilm duplicate: Retain in Office permanently.

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

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1886 through 1989. Retain in Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 10.

Grantee and grantor indexes are legally required to be kept permanently. UCA 17-21-6(1)(c).

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84265

4

TITLE: Lien registers

DATES: i 1872-1898.

ARRANGEMENT: Numerical by book number, thereunder by page number

ANNUAL ACCUMULATION:

DESCRIPTION:

Liens are kept by the county recorder to register instruments affecting property of a debtor if a creditor holds or sells that property liens serve as security or payment of a debt. The record indicates entry number; name and address of person filing lien; nature of the lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1872 through 1898.
Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 28284

3

TITLE: Military Discharges

DATES: 1986-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 11.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24177

4

TITLE: Mining abstracts index

DATES: 1891-1978.

ARRANGEMENT: By abstract book referenced, thereunder alphabetical by first letter of the claim name.

ANNUAL ACCUMULATION:

DESCRIPTION:

As the agent responsible for recording documents relating to mining claims, the Tooele County recorder created abstracts for all claims. An abstract is a chronological list of recorded documents relating to a particular mining claim. The recorder also created an alphabetical index to provide access to these abstracts. For each claim, the index indicates the book and page number in the abstract books where the county recorder began keeping the abstract record. The index also indicates the mining district in which each claim was located.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical

This index provides reference to the abstracts of mining claims kept by the Tooele County recorder.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24177

TITLE: Mining abstracts index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24562

4

TITLE: Mining claims abstracts

DATES: 1891-1978.

ARRANGEMENT: By mining claim, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

As the agent responsible for recording documents pertaining to mining claims, the Tooele County recorder created mining claims abstracts. An abstract is a chronological list of recorded documents relating to a particular claim. These documents might include the notice of location which established original right to the claim, affidavits showing proof of labor required to maintain the claim, and deeds or other documents affecting ownership. Each abstract is headed with the name of the claim and the district in which it was located. Each subsequent entry identifies the kind of document, when and where it was recorded, and names the grantee (buyer) and grantor (seller).

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical Legal

Mining claims abstracts provide reference and summary information for mining claims in Tooele County (Utah).

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24562

TITLE: Mining claims abstracts

(continued)

PRIMARY CLASSIFICATION:

Public

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.

ANNUAL ACCUMULATION:

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:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24182

TITLE: Mining districts index

(continued)

Microfilm duplicate: Retain in Office permanently.

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

Computer data files: Retain in Office permanently.

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

APPRAISAL:

Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 12.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24176

4

TITLE: Mining location notices indexes

DATES: 1891-1978.

ARRANGEMENT: Chronological volumes with entries alphabetical by first letter of claim name, thereunder chronological by date filed.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Tooele County recorder created an index to notices of location (mining claims) recorded by that office. This index provides reference by the claim name and indicates book and page number where the notice of location was recorded. The index also provides the names of locating individuals or companies and the dates of discovery and filing. Beginning in 1934 the county recorder additionally created an inverse index to provide reference based on the names of claim owners.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical Legal

These indexes provide reference to notices of location (mining claims) recorded by the Tooele County (Utah) recorder.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24176

TITLE: Mining location notices indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6150

4

TITLE: Mining records

DATES: 1885-1955.

ARRANGEMENT: By document format in alphabetically labeled volumes, thereunder chronological by date filed.

ANNUAL ACCUMULATION:

DESCRIPTION:

Tooele County mining record books predominantly contain notices of location (mining claims) filed in the county recorder's office. In the late nineteenth and early twentieth century gold, copper, silver, lead and zinc were mined extensively in Tooele County. Each mine began with the discovery of a potentially productive site and the recording of a notice of location. Federal mining law enacted in 1872 provided that valuable mineral deposits were free and open to exploration and that the locators of the same were to have exclusive right of possession (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. 17, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). Each notice of location affirms that the locator had complied with federal and local mining laws. Each notice provides a description of the claim, identifies it by a unique name, gives the mining district in which it was located, and provides the names of locators. Notices provide dates of location and recording and are signed by the Tooele County recorder. In addition to notices of location, Tooele County mining record books include other mining documents, such as agreements relating to mining, amendments to notices of location, mining district by-laws, and affidavits showing proof of annual assessment labor.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6150

TITLE: Mining records

(continued)

authority to weed.

APPRAISAL:

Historical Legal

Tooele County mining record books document the development of mining claims in Tooele County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563

3

TITLE: Miscellaneous records index

DATES: 1901-

ARRANGEMENT: alphabetical, thereunder chronological.

ANNUAL ACCUMULATION:

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:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563

TITLE: Miscellaneous records index

(continued)

Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 13.

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative

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.

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1962 through 1978. 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: 6161

TITLE: Mortgage Records and Indexes

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 15.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7713

3

TITLE: Official maps and plats and index

DATES: 1893-

ARRANGEMENT: Alphanumerical by location code

ANNUAL ACCUMULATION:

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 until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7713

TITLE: Official maps and plats and index

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 17.

PRIMARY CLASSIFICATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7134

TITLE: Official records

(continued)

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

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 16.

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

PRIMARY CLASSIFICATION:

Public UCA 17-21-19

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24564

4

TITLE: Patented mining claims index

DATES: 1891-1978.

ARRANGEMENT: Alphabetical by first letter of claim name.

ANNUAL ACCUMULATION:

DESCRIPTION:

As the agent responsible for recording documents relating mining claims, the Tooele County recorder created this index to the abstracts of patented claims. An abstract is a chronological list of documents relating to a particular claim. This index references mining claims abstracts, but includes only those claims for which owners had received a patent. Federal mining law enacted in 1872 provided that valuable mineral deposits in the public domain were free and open to exploration and that the locators of the same were to have exclusive right of possession (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. 17, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). Claim owners could maintain rights to a claim by performing annual assessment labor, or they had the option to file for a patent. Patents provide outright ownership when the necessary requirements have been met.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Historical

This index identifies those mining claims in Tooele County for which the owner received a patent.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24564

TITLE: Patented mining claims index

(continued)

PRIMARY CLASSIFICATION:

Public

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

ANNUAL ACCUMULATION:

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:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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: 84225

TITLE: Powers of attorney

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 18.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6203

3

TITLE: Records index

DATES: 1855-1887.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17942

3

TITLE: Road record

DATES: 1889-ca. 1900

ARRANGEMENT: Numerical by township and range

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a book on roads surveyed in Tooele County. It includes actual drawings of roads, township and range, field notes indicating when surveyed specific with legal description and changes made.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 1.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17942

TITLE: Road record

(continued)

PRIMARY CLASSIFICATION:

Public

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

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17495

3

TITLE: Township index

DATES: ca. 1880-

ARRANGEMENT: Numerical by township and range

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 1.

PRIMARY CLASSIFICATION:

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

AGENCY: Tooele County (Utah). County Recorder

SERIES: 5502

3

TITLE: Unofficial maps and plats

DATES: ca. 1910-1950.

ARRANGEMENT: None

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

These are unofficial maps and plats which were not recorded. They are not used by the office and have been identified as obsolete. They include both Tooele County and U.S. maps. Some are blueprint maps, others are photocopies while others are commercially produced. They include topographical maps, travel maps, resource maps, street plats and diagrams.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Maps: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

These maps have no administrative value to the agency.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24408

4

TITLE: Willow Springs Mining District records

DATES: 1891-1900.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

The Willow Springs Mining District, organized 21 May 1891 in the Deep Creek Mountains of western Tooele County (Utah), was an extension of mining activity at Gold Hill. Gold Hill prospectors organized this district in accordance with federal law, which stated that mineral deposits in the public domain were free and open to exploration, and locators of the same had exclusive right of possession (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. 17, 1872, chap. 152). The law authorized local mining districts to keep records and oversee mining operations within specified boundaries. The Willow Springs Mining District record books begin with a copy of by-laws for the district. By-laws are followed by notices of location (claims) filed with the district. Each notice prominently states the name of the claim and confirms compliance with federal law and local regulations. Notices provide information about the claim's dimensions and location, and identify the names of discoverers. They provide the dates for discovery and filing and are signed by the district or county recorder. While notices of location dominate, these books also include a few other mining related documents such as affidavits showing proof of annual assessment labor.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24408

TITLE: Willow Springs Mining District records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

APPRAISAL:

Historical

Willow Springs Mining District records provide historical information about mining claims staked in that district, which is in the Deep Creek Mountains of western Tooele County (Utah).

PRIMARY CLASSIFICATION:

Public