Retention and Classification Report

Agency: Utah County (Utah). County Recorder (1222)

Administration Building
100 East Center Street, #1300
Provo, UT 84606
373-5510

Records Officer

05027	*	Abstract book
84186		Abstracts records
06028		Apprenticeship index
84179	*	Auditor's tax deeds
06085	*	Deed indexes
84181		Deeds
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05050	*	Mining records
06365	*	Mortgages
81507		Official records
04870		Plat maps
05030	*	Plat maps Provo and Orem subdivisions
05032		Plat maps Provo city
13494	*	Strawberry High Lane Canal company records
13495	*	Strawberry Water Users Association project reports and corr
06029		Warrants of arrest index
13490	*	Water rights

AGENCY: Utah County (Utah). County Recorder

SERIES: 5027 3
TITLE: Abstract book
DATES: 1874-1900.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 84186 4
TITLE: Abstracts records
DATES: undated
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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 6028 3
TITLE: Apprenticeship index
DATES: undated
ARRANGEMENT:
DESCRIPTION:

RETENTION:

Retain Permanent. In ARchives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 84179 4
TITLE: Auditor's tax deeds
DATES: i 1910-1942.
ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

When property was sold for delinquent taxes, the deed on the land would be entitled auditor's tax deeds. The tax assessment was made by the county auditor but the deed was registered with the county recorder. These are recorded copies of the deed at the time of the sale of property. Information includes name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalties; date and time of recording; and signatures of county auditor and witnesses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 6085 3
TITLE: Deed indexes
DATES: 1851-1890.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These volumes index deed records which contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records." These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

AUTHORIZED: 02/07/2003

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.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Utah County (Utah). County Recorder

SERIES: 6085
TITLE: Deed indexes

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 84181 4
TITLE: Deeds

DATES: i 1851-
ARRANGEMENT: Numerical by book number, thereunder by page number
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, administratro, quit claim, guardian, probate, mayor, and trust deeds. Information recroded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

AUTHORIZED: 02/07/2003

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.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Utah County (Utah). County Recorder

SERIES: 84181
TITLE: Deeds

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 5051 3
TITLE: Grant or lien and lease index
DATES: 1939-1950.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: Utah County (Utah). County Recorder

SERIES: 6104 4
TITLE: Grantor and grantee indexes
DATES: i 1913-1967.
ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party
DESCRIPTION:

These records are used to index all deeds, final judgements, claims, patents, or decrees partitioning or affecting the title or possession of real property in Juab County as registered with the county recorder. Information includes names of grantee or grantjor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

AGENCY: Utah County (Utah). County Recorder

SERIES: 84184 4
TITLE: Lien registers
DATES: i 1896-1948.
ARRANGEMENT: Numerical by book number, thereunder by page number
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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 84183 4
TITLE: Military discharges
DATES: 1924-1971.
ARRANGEMENT: Chronological by date recorded.
DESCRIPTION:

Since 1923, Utah Code has provided that upon presentation, the county recorder shall record honorable discharges from the military, naval, or marine service of the United States , and any honor relating to a person while in the military service of the United States. County recorders' copies are considered evidence with the same effect as the original (Utah Code, 17-21-14, 2000). Military discharge records include extensive personal information as well as military service and discharge information. Discharges were filed in the order they were brought in for recording without regard for actual date of discharge. World War I discharges are not only included in the first book, but are peppered throughout the series.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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: For records beginning in 1924 through 1971. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1924 through 1971. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: Utah County (Utah). County Recorder

SERIES: 84183
TITLE: Military discharges

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 19527 3
TITLE: Mining abstract index
DATES: ca. 1870s.
ARRANGEMENT: Alphabetical
DESCRIPTION:

The index contains name of mining claim or lode, mining district, book and page where abstracted and remarks. The Archives has in its custody Book A, which is undated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/21/2010

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.

APPRAISAL:

Administrative
Finding aids should be retained as long as the records being indexed exist.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 5050 4
TITLE: Mining records
DATES: 1871-1968.
ARRANGEMENT: Numerical by book number, thereunder by page number
TOTAL VOLUME: 54.00 cubic feet.
DESCRIPTION:

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several subseries, which focus on different stages of the mining industry. The record of mining locations show name of claim and locations; legal description of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer location notices show name and description of claim. Mining deeds record information affecting the title to the mining property; and abstract of mines records instruments affecting title to patented mining claims which include type of instrument filed with the county recorder.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Recorder

SERIES: 5050
TITLE: Mining records

(continued)

APPRAISAL:

Administrative Historical Legal
Records in this series have ongoing administrative and legal value. They also have value to researchers.

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 6365 4
TITLE: Mortgages
DATES: 1889-1952.
ARRANGEMENT: Numerical according to book number, thereunder by page number
TOTAL VOLUME:
DESCRIPTION:

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry naumber; 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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 81507 3
TITLE: Official records
DATES: i 1926-
ARRANGEMENT: Numerical by entry number, thereunder chronological
TOTAL VOLUME:
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 permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

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 master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Recorder

SERIES: 81507
TITLE: Official records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 4870 3
TITLE: Plat maps
DATES: 1896-
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
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 superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

AUTHORIZED: 12/31/2009

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 superseded and then destroy.

Microfiche master: Retain in Archives until superseded and then destroy.

APPRAISAL:

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 4870
TITLE: Plat maps

(continued)

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 5030 3
TITLE: Plat maps Provo and Orem subdivisions

DATES: 1953-1957.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/21/2010

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.

APPRAISAL:

Historical
Maps document growth and development of the state. They have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 5032 3
TITLE: Plat maps Provo city
DATES: 1940-
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/21/2010

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.

APPRAISAL:

Historical
Maps document growth and development of the state. They have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 13494 3
TITLE: Strawberry High Lane Canal company records
DATES: 1913-1936.
ARRANGEMENT: chronological
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Architectural drawings: Retain in State Archives permanently with authority to weed.

AGENCY: Utah County (Utah). County Recorder

SERIES: 13495 3
TITLE: Strawberry Water Users Association project reports and correspondence
DATES: 1908-1927.
ARRANGEMENT: alphabetical
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Division of State History permanently.

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

Microfilm duplicate: Retain in Division of State History permanently.

AGENCY: Utah County (Utah). County Recorder

SERIES: 6029 1
TITLE: Warrants of arrest index
DATES: 1960-
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Utah County (Utah). County Recorder

SERIES: 13490 3
TITLE: Water rights
DATES: 1914-1928, 1948-1951.
ARRANGEMENT: chronological
TOTAL VOLUME:
DESCRIPTION:

These records include certificates of appropriation of water, easements for culinary water lines, water deeds, and Resolutions of the East Bench Canal Company. Primarily these records are applications for water rights and other records relating to the Strawberry Project. These records contain the official records of 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. In some counties water records are compiled separately, while in others they are part of the "Official records".

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

AUTHORIZED: 06/26/2013

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:

AGENCY: Utah County (Utah). County Recorder

SERIES: 13490
TITLE: Water rights

(continued)

PRIMARY CLASSIFICATION:
Public