

# Retention and Classification Report

**Agency:** Cache County (Utah). County Recorder (130)

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## Records Officer

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29014 County code  
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**AGENCY:** Cache County (Utah). County Recorder

**SERIES:** 27891

3

**TITLE:** Abstract records

**DATES:** c 1886-

**ARRANGEMENT:** geographically

**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(3)(2004)). They contain "every instrument recorded, the date and kind of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004). Abstract 32 is a water book. 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(3)(2011)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2011).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

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

**SERIES:** 27891

**TITLE:** Abstract records

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29014

3

**TITLE:** County code

**DATES:** 1856-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

**AUTHORIZED:** 02/16/2017

**FORMAT MANAGEMENT:**

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of decisions and actions of the county.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

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

**SERIES:** 27888

3

**TITLE:** Deeds

**DATES:** 1869-1955.

**ARRANGEMENT:** Chronological by date recorded

**DESCRIPTION:**

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. 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 permanently

**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:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

**APPRAISAL:**

Historical Legal

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

**SERIES:** 27888

**TITLE:** Deeds

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27885

3

**TITLE:** Fee and entry books

**DATES:** 1888-

**ARRANGEMENT:** chronological

**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:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27886

3

**TITLE:** Grantee and grantor indexes to deeds

**DATES:** 1888-1980.

**ARRANGEMENT:** alphabetical by first letter of surname and thereunder chronological with separate indexes for grantees and

**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 "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) (2003)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2003)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical Legal



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

**SERIES:** 27886

**TITLE:** Grantee and grantor indexes to deeds

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27887

3

**TITLE:** Index to deeds

**DATES:** 1869-1969.

**ARRANGEMENT:** Alphabetical by first letter of surname.

**DESCRIPTION:**

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 permanently

**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:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27890

3

**TITLE:** Index to military records

**DATES:** c. 1917-1991.

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

This index provides reference to military discharges recorded in the Cache County recorder's office.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 11.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3693

3

**TITLE:** Land surveys

**DATES:** 1860-1879.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

Disposition based on the value of land records as a historical resource and the documentation they provide in establishing the property rights of citizens and the government.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27889

3

**TITLE:** Military discharges

**DATES:** 1942-1955.

**ARRANGEMENT:** chronological by date recorded

**DESCRIPTION:**

These are "discharges from the military, naval, or marine service of the United States . . . any and all citations, and decorations of honor to a person while the person was in the military, naval, marine service of the United States" is recorded with the county recorder. Although no discharges were recorded until 1955, these records include discharges for World War I veterans.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 11.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

Historical

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

**SERIES:** 27889

**TITLE:** Military discharges

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27892

3

**TITLE:** Miscellaneous grantee and grantor indexes

**DATES:** 1898-1980.

**ARRANGEMENT:** Alphabetical by first letter of surname and thereunder chronological  
**DESCRIPTION:**

These are alphabetical indexes to miscellaneous recorded documents, or records other than deeds. 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) (2003)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical

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

**SERIES:** 27892

**TITLE:** Miscellaneous grantee and grantor indexes

(continued)

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 27895

3

**TITLE:** Mortgage records

**DATES:** 1888-1977.

**ARRANGEMENT:** Chronological

**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(1)(d,e) (2003)). 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 In Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1977. Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

Legal

The counties are required by law to maintain these records permanently.

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

**SERIES:** 27895

**TITLE:** Mortgage records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12322

3

**TITLE:** Official records

**DATES:** 1855-

**ARRANGEMENT:** Numerical by entry number.

**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:**

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:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

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

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

**SERIES:** 12322

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 22840

3

**TITLE:** Plat map book

**DATES:** 1974-

**ARRANGEMENT:** numerical

**DESCRIPTION:**

This series contains plat maps for Cache County.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27894

3

**TITLE:** Powers of Attorney

**DATES:** 1889-1941.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Powers of attorney were recorded separately from other official or miscellaneous records.

**RETENTION:**

Retain permanently

**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:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27893

3

**TITLE:** Townsite deed records

**DATES:** 1878-1917.

**ARRANGEMENT:** Chronological by date recorded

**DESCRIPTION:**

Townsite deeds were recorded as part of the process of obtaining Federal authorization for ownership of townsite lots distributed prior to a Federal survey in Utah Territory.

**RETENTION:**

Retain permanently

**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:** 03/16/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27896

3

**TITLE:** U.S. surveys

**DATES:** c. 1869-

**ARRANGEMENT:** unknown

**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:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 1.

**AUTHORIZED:** 03/26/2013

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical Legal

**PRIMARY DESIGNATION:**

Public