Retention and Classification Report

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

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Records Officer

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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.

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: Retain in Office permanently.

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

APPRAISAL:

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27891
TITLE: Abstract records

(continued)

PRIMARY CLASSIFICATION:
Public

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.

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:

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Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

APPRAISAL:
Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 6.

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

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

APPRAISAL:

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27885
TITLE: Fee and entry books

(continued)

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27886
TITLE: Grantee and grantor indexes to deeds

(continued)

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 6.

AGENCY: Cache County (Utah). County Recorder

SERIES: 27887
TITLE: Index to deeds

(continued)

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 3693 3
TITLE: Land surveys
DATES: 1860-1879.
ARRANGEMENT: Alphanumerical.
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 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 CLASSIFICATION:
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.

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.

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

APPRAISAL:

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27889
TITLE: Military discharges

(continued)

PRIMARY CLASSIFICATION:
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.

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.

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

APPRAISAL:

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27892
TITLE: Miscellaneous grantee and grantor indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27895 3
TITLE: Mortgage records
DATES: 1888-
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 permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Records Center permanently.

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

APPRAISAL:

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

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

AGENCY: Cache County (Utah). County Recorder

SERIES: 27895
TITLE: Mortgage records

(continued)

PRIMARY CLASSIFICATION:
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.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Cache County (Utah). County Recorder

SERIES: 12322
TITLE: Official records

(continued)

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

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.

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.

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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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.

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.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27896 3
TITLE: U.S. surveys
DATES: undated c. 1869-
ARRANGEMENT: unknown
DESCRIPTION:

These are Federal surveys for Cache County.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2006.

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.

APPRAISAL:

Historical Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:

Public