Retention and Classification Report

Agency: Weber County (Utah). County Recorder (1305)

Weber Center
2380 Washington Blvd. #370
Ogden, UT 84401
399-8543

Records Officer

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AGENCY: Weber County (Utah). County Recorder

SERIES: 84254 4
TITLE: Abstracts records
DATES: [ca.^1880]-
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:

Microfilm duplicate: For records beginning in 1887 through 1974. Retain in State Archives permanently.

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1975 and continuing to the present. Retain in Office permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 84211 4
TITLE: Agreements and lease records
DATES: i 1946-1948.
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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1946 through 1948. Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 20956 3
TITLE: Architect licensing book
DATES: 1911.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are licenses for architiects recorded with the county recorder. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate.

RETENTION:

Retain until administrative use ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 19.

AUTHORIZED: 12/17/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Archives.

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency function as well as identifying individual architects which is of value to architectural historians, genealogists, and those involved in local history.

PRIMARY DESIGNATION:

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

AGENCY: Weber County (Utah). County Recorder

SERIES: 9981 3
TITLE: Civil case legal documents
DATES: 1877-1906.
ARRANGEMENT: None
DESCRIPTION:

These are assorted documents recorded by the Weber County Recorder, largely a variety of folded civil case legal documents. Included are the following titles: certificate of sale, certificate of sale on foreclosure of mortgage, writ of attachment, discharge of attachment, proof of labor, transcript of judgment, sheriff's notice of levy, mechanics lien, lis pendens, and minutes of meeting of miners to form Weber Mining District held 20 February 1878, redemption certificates, etc. These various motions, orders, and pleadings were filed in the Justice Court (1877), the Third District Court (1879), the First District (1891), the Fourth District (1893), and the Second District (1897). The documents were recorded by the Weber County Recorder. Many are also stamped with the word "Indexed".

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

AGENCY: Weber County (Utah). County Recorder

SERIES: 9981
TITLE: Civil case legal documents

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 6081 4
TITLE: Deeds

DATES: i 1852-1908; 1946-195?; 1977-1984.
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, 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.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1852 through 1984. Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1851 through 1984. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 6081
TITLE: Deeds

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 84263 4
TITLE: Fee and entry books
DATES: i 1978-1982.
ARRANGEMENT: Alphabetical by book letter, thereunder numerical by page number
DESCRIPTION:

These books record all legal instruments filed with the county recorder. A record of any fee is attached if assessed for services by the county. Information includes fees collected, date and person filing legal instrument; entry number; type of instrument; date recorded; description of property (if involved); volume and page where instrument was recorded; names of interested parties; and consideration for property.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1978 through 1982. Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 6098 4
TITLE: Grantor and grantee indexes
DATES: i 1973-1980.
ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party
DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Weber 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1973 through 1980. Retain in State Archives permanently after microfilming.

Microfilm duplicate: For records beginning in 1973 through 1980. Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 5306 3
TITLE: Land certificates
DATES: 1869-1870.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are land certificates based on land claims as signed by surveyors and selectman and recorded in the county recorder's office. The certificates include the name of the claimant, a brief location description of the land, signatures of the surveyor, selectman, and recorder, and the date on which the certificate was recorded.

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
These certificates document the earliest distribution of land in Utah Territory.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 6141 1
TITLE: Mining deed index
DATES: 1908-1956.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Recorder

SERIES: 6160 4
TITLE: Mortgages
DATES: i 1867-1949, 1955-1973, 1977-1980.
ARRANGEMENT: Numerical according to book number, thereunder by page number.
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1955 through 1980. Retain in Office permanently after being microfilmed.

Microfilm duplicate: For records beginning in 1869 through 1978. Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 80163 4
TITLE: Official records
DATES: i 1946-
ARRANGEMENT: Chronological by recorded date, thereunder numerical by entry number

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1946 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 Chruch of Jesus Christ of Latter-day Saints.

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: For records beginning in 1940 and continuing to the present. Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1946 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Compact disc: Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 80163
TITLE: Official records

(continued)

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

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

APPRAISAL:

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

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 20958 3
TITLE: Physician's certificates and index
DATES: 1893-1957.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the physicians' certificates recorded with the county recorder. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 19.

AUTHORIZED: 12/17/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency function and identifying physicians of the era..

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 17473 3
TITLE: Plat map description changes
DATES: ca. 1975-
ARRANGEMENT: Chronological
DESCRIPTION:

Outdated legal description cards, used to research previous plats created prior to recording description changes. Includes legal description with old and new identification numbers.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Weber County (Utah). County Recorder

SERIES: 17473
TITLE: Plat map description changes

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PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 80624 3
TITLE: Plat maps
DATES: 1974-
ARRANGEMENT: Numerical by book and page
ANNUAL ACCUMULATION: 13.00 cubic feet.
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:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Legal

AGENCY: Weber County (Utah). County Recorder

SERIES: 80624
TITLE: Plat maps

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PRIMARY DESIGNATION:
Public