

Retention and Classification Report

Agency: Wasatch County (Utah). County Recorder (1341)

Wasatch County Administration Bldg.
25 North Main
Heber City, UT 84032
654-3211

Records Officer

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05276	Abstract books (county books)
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AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19743

3

TITLE: Abstract books (city/town)

DATES: 1966-

ARRANGEMENT: Alphabetical by name of town/city, thereunder numerical by block

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)).

RETENTION:

Retain permanent

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19743

TITLE: Abstract books (city/town)

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 5276

3

TITLE: Abstract books (county books)

DATES: 1880-

ARRANGEMENT: Chronological, thereunder alphanumerical by township, range and section

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 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.

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: Wasatch County (Utah). County Recorder

SERIES: 5276

TITLE: Abstract books (county books)

(continued)

PRIMARY CLASSIFICATION:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19744

3

TITLE: Abstract books (Subdivisions)

DATES: 1966-

ARRANGEMENT: Alphabetical by subdivision

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)).

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 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.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19744

TITLE: Abstract books (Subdivisions)

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26457

3

TITLE: Abstracts index

DATES: 1875-1906.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

The abstract index provides reference to entries in the abstract books by providing line and page numbers in the abstracts where individual names are found. Abstract books provide the history of property ownership for individual parcels of land.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

The abstract indexes provide reference to abstracts which in turn provide information about land ownership in Wasatch County.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26457

TITLE: Abstracts index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 83878

4

TITLE: Fee and entry books

DATES: i 1888-1982.

ARRANGEMENT: Alphabetical by book letter, thereunder chronological
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:

Retain 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.

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

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 28411

3

TITLE: Index to Mining Claims

DATES: 1883-

ARRANGEMENT: chronological

DESCRIPTION:

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."

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 Archives permanently after microfilming.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 28415

3

TITLE: Index to Records

DATES: 1824-

ARRANGEMENT: Alphabetical by book letter

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

RETENTION:

Retain Permanent

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 10326

4

TITLE: Military discharges

DATES: 1919-1954.

ARRANGEMENT: Chronological according to 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 orders, citations, and decorations of honor relating to a person while in the military service of the United States (Utah Code, 17-21-14, 2000). Military discharge records include extensive personal information, as well as military service and discharge information. With the exception of a few discharges issued in the early 1940s, all documents in this series relate to World War I veterans.

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: For records beginning in 1919 through 1954.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1919 through 1954.
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: Wasatch County (Utah). County Recorder

SERIES: 10326

TITLE: Military discharges

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27669

3

TITLE: Mining abstracts

DATES: 1871-

ARRANGEMENT:

DESCRIPTION:

Mining abstracts identify activity on specific mining claims. They outline all recorded documents as they relate to specific claims and identify where those documents were recorded.

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.

Digital image: Retain in Office permanently.

APPRAISAL:

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

Mining abstracts document the history of specific mining claims and provide reference to documents relating to the claims.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27669

TITLE: Mining abstracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 82834

3

TITLE: Mining deeds

DATES: 1900-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains deeds which provide the name of the claim, grantors, grantees, location, legal description, date transfer, and mining district.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives permanently.

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 Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

Digital image: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 82834

TITLE: Mining deeds

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 83880

4

TITLE: Mining notices of location

DATES: 1897-1962

ARRANGEMENT: Chronological by date filed

ANNUAL ACCUMULATION:

DESCRIPTION:

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 Permanent..

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 with authority to weed.

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 83880

TITLE: Mining notices of location

(continued)

APPRAISAL:

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

PRIMARY CLASSIFICATION:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 22199

4

TITLE: Mining proof of labor records

DATES: 1901-1959

ARRANGEMENT: Chronological by date filed

ANNUAL ACCUMULATION:

DESCRIPTION:

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Proofs of labor record the work performed at each mine annually with information pertaining to the name of the mining claim, number of days and time period worked on claim, mining district, value of work, and amount and type of materials removed.

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 after being microfilmed.

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 22199

TITLE: Mining proof of labor records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26460

3

TITLE: Miscellaneous records

DATES: 1938-1954.

ARRANGEMENT: Numerical by entry number

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2003)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26460

TITLE: Miscellaneous records

(continued)

PRIMARY CLASSIFICATION:

Public

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 83877

4

TITLE: Mortgages

DATES: i 1899-1954.

ARRANGEMENT: numerical by book number, thereunder chronological

TOTAL VOLUME:

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 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 destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27668

3

TITLE: Notices of location indexes

DATES: 1897-1947.

ARRANGEMENT: Alphabetical by name of location

TOTAL VOLUME:

DESCRIPTION:

These indexes provide reference to the mining notices of location that were recorded by the county recorder. The index indicates the name of the mining claim and the page on which a notice of location is recorded.

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.

Digital image: Retain in Office permanently.

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27668

TITLE: Notices of location indexes

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 7056

4

TITLE: Official records

DATES: i 1862-

ARRANGEMENT: Numerical by book number, thereunder chronological by date of entry

TOTAL VOLUME:

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1971 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 includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

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.

Digital image: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 7056

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: Wasatch County (Utah). County Recorder

SERIES: 26458

3

TITLE: Patent records

DATES: 1906-1963.

ARRANGEMENT: Numerical by patent number

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Patents are grants conveying title of public lands from the federal government to individuals as a result of purchase or homestead. These documents are copies of patents in Wasatch County. Additional patents may also be found within the recorder's 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.

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26458

TITLE: Patent records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25215

3

TITLE: Recorded surveys

DATES: 1987-

ARRANGEMENT: Numerical by survey number

TOTAL VOLUME:

DESCRIPTION:

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25215

TITLE: Recorded surveys

(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: Retain in Office until scanned and then microfilm provided original is returned to the surveyor.

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

Microfilm duplicate: Retain in Office permanently.

Optical disks: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 17, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26459

3

TITLE: Reverse indexes

DATES: 1864-

ARRANGEMENT: Alphabetical by surname

TOTAL VOLUME:

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:

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 Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26459

TITLE: Reverse indexes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25214

3

TITLE: Subdivision maps

DATES: 1959-2003.

ARRANGEMENT: Alphabetical by subdivision name

TOTAL VOLUME:

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (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: Retain in Office permanently after scanned and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Optical disks: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25214

TITLE: Subdivision maps

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 24.

PRIMARY CLASSIFICATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 10031

3

TITLE: Utah Department of Transportation road maps

DATES: ca. 1985-1991

ARRANGEMENT: Numerical by township, section, and range

TOTAL VOLUME:

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1995)).

RETENTION:

Retain Permanent

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 or until administrative need ends and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office until superseded and then destroy.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 10031

TITLE: Utah Department of Transportation road maps

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 24.

PRIMARY CLASSIFICATION:

Public