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

19744		Abstract books (Subdivisions)
19743		Abstract books (city/town)
05276		Abstract books (county books)
26457	*	Abstracts index
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28411		Index to Mining Claims
28415		Index to Records
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27669		Mining abstracts
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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 kid 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/10/2008

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/10/1990

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:

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 kid 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/10/2008

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06/15/2007

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
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.

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: 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."

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

AUTHORIZED: 11/18/2013

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.

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: 12/02/2013

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.

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/27/1992

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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

AUTHORIZED: 03/17/2011

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
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

AUTHORIZED: 11/21/2013

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.

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 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/13/1989

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
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.

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 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: 02/05/2007

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:

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; cretification of notary public; date recorded; and signature of 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 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

AUTHORIZED: 03/17/2011

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
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 cretificates, gas and oil leases, deeds, mortgages, minimg 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/30/2008

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

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 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 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 reproduciable materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995).

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 17, Item 9.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25215
TITLE: Recorded surveys

(continued)

AUTHORIZED: 11/19/2003

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.

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02/05/2007

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 24.

AUTHORIZED: 11/19/2003

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.

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 24.

AUTHORIZED: //

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 10031
TITLE: Utah Department of Transportation road maps

(continued)

destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:
Public