Retention and Classification Report

Agency: Garfield County (Utah). County Recorder (2263)

PO Box 77
Panguitch, UT 84759
435-676-1112

Records Officer

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20237		Abstracts to cities and towns
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AGENCY: Garfield County (Utah). County Recorder

SERIES: 20235 3
TITLE: Abstract record
DATES: 1898-1956.
ARRANGEMENT: Numerical by section, township, and range
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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

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: 07/02/1998

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: Garfield County (Utah). County Recorder

SERIES: 20235
TITLE: Abstract record

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20238 3
TITLE: Abstract to subdivisions
DATES: 1895-
ARRANGEMENT: Alphabetical by subdivision name
DESCRIPTION:

These records contain the history of property ownership within subdivisions in Garfield County providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

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: 07/02/1998

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20238
TITLE: Abstract to subdivisions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20237 3
TITLE: Abstracts to cities and towns
DATES: 1886-
ARRANGEMENT: Numerical by location (lot, block, parcel, or section, township, and range)
DESCRIPTION:

These records contain the history of property ownership within cities and towns in Garfield County 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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

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: 07/02/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20237
TITLE: Abstracts to cities and towns

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20236 3
TITLE: Abstracts to sections
DATES: 1955-
ARRANGEMENT: Numerical by section, township, and range
DESCRIPTION:

These records contain the history of property ownership by sections 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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07/02/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20218 3
TITLE: Auditor's tax deeds
DATES: 1924-1939.
ARRANGEMENT: Chronological
DESCRIPTION:

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" UCA 59-2-1351.1(9)(a) (1995)). The deed issued by the county auditor "shall be recorded by the county recorder" (UCA 59-2-1351.1(9)(c) (1995)).

RETENTION:

Retain until microfilmed

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 7.

AUTHORIZED: 06/25/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20218
TITLE: Auditor's tax deeds

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20241 3
TITLE: Blocks and lots deeds and index
DATES: 1898.
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

AUTHORIZED: 07/06/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20240 3
TITLE: Cities and towns abstract record
DATES: 1893-1946.
ARRANGEMENT: Numerical by block and lot
DESCRIPTION:

These records contain the history of property ownership organized by city and town within Garfield County 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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

RETENTION:

Retain permanently after microfilming

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: 07/06/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20240
TITLE: Cities and towns abstract record

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9929 3
TITLE: Deeds

DATES: 1882-1952.
ARRANGEMENT: Alphabetical by book letter, thereunder numerical by page
DESCRIPTION:

These are "standard size original linen maps made by a registered Utah land surveyor," recorded with the county recorder. They include "a description of the surface of the land included within the project, including all angular and linear data along the exterior boundaries of the property . . . linear measurements and location, with reference to the exterior boundaries, of building or buildings . . . diagrammatic floor plans . . . description or delineation of the boundaries of the unit or convertible space . . . a distinguishing number or other symbol for every physical unit identified on the record of survey map; . . . to the location and dimensions of all easements appurtenant to the land included in the project; the 'convertible space' for each space" (UCA 57-8-13(1) (1995).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 5.

AUTHORIZED: 08/23/1991

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:

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9929
TITLE: Deeds

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20337 3
TITLE: Federal tax lien index
DATES: 1937-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This is an index to notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 10.

AUTHORIZED: 07/20/2010

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 with

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20337
TITLE: Federal tax lien index

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative
The index should be retained only as long as the records being indexed exist.

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

AGENCY: Garfield County (Utah). County Recorder

SERIES: 19976 3
TITLE: Fee and entry books
DATES: 1882-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1995).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04/20/1998

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: Garfield County (Utah). County Recorder

SERIES: 19976
TITLE: Fee and entry books

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20233 3
TITLE: General deed index
DATES: 1882-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
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 "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1995). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07/02/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20233
TITLE: General deed index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20232 3
TITLE: Judgment transcript indexes
DATES: 1939-1961.
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(11) (1995)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 9.

AUTHORIZED: 07/02/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20232
TITLE: Judgment transcript indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20228 3
TITLE: Land patents or certificates issued
DATES: 1919-1959.
ARRANGEMENT: no order
ANNUAL ACCUMULATION:
DESCRIPTION:

These volumes contain verbatim copies of land patents or certificates recorded by the county recorder for property patented under the Homestead Act. 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 until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

AUTHORIZED: 07/01/1998

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20228
TITLE: Land patents or certificates issued

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public v

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20225 3
TITLE: Maps, plats and subdivision index
DATES: 1898-1989.
ARRANGEMENT: Alphabetical by name of plat, map, or subdivision
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an index to all maps, plats, and subdivisions within the county (UCA 17-21-6(7) (1995)). It includes the name of the subdivision or plat, location, and map file number.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 23.

AUTHORIZED: 06/30/1998

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20225
TITLE: Maps, plats and subdivision index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20084 4
TITLE: Mining abstracts
DATES: 1872-
ARRANGEMENT: Alphabetical by claim name.
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

Utah county recorders are required by law to keep abstract records which show every conveyance, encumbrance, or other recorded instrument for every tract (Utah Code, Annotated, 1953, 17-21-6). The Garfield County recorder created similar records for the mining claims in the county. He or she created these abstracts on preprinted forms, using a separate page for each claim. The top of each page names a particular claim, identifies which mining district it is in and who located it. Each page also indicates the date of original location, and where notice of that location was originally recorded. In the body of the page the recorder created a chronological list of all official activity relating to the claim. The record for each action includes the names of grantee and grantor, and the date, book, and page number on which documents relating to that action were recorded. These actions include, but are not limited to, affidavits showing proof of labor, maps, relocation notices, deeds, leases, and agreements.

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: 06/02/1998

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20084
TITLE: Mining abstracts

(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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

Administrative Historical Legal
The mining abstracts provide access to mining documents kept by the county recorder.

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20082 4
TITLE: Mining notices of location
DATES: 1907-1911.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain until microfilmed

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: 06/02/1998

FORMAT MANAGEMENT:

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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: Garfield County (Utah). County Recorder

SERIES: 20082
TITLE: Mining notices of location

(continued)

APPRAISAL:

Administrative 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

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20219 3
TITLE: Miscellaneous books indexes
DATES: 1892-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are indexes to books containing copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). They include the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION:

Retain until microfilmed

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: 06/25/1998

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20219
TITLE: Miscellaneous books indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 19977 3
TITLE: Mortgage records
DATES: 1882-1955.
ARRANGEMENT: Chronological, thereunder numerical by book and page
ANNUAL ACCUMULATION:
DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1995).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04/20/1998

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: Garfield County (Utah). County Recorder

SERIES: 19977
TITLE: Mortgage records

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20226 3
TITLE: Mortgagee/mortgagor indexes
DATES: 1892-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are alphabetical indexes to 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(4,5) (1995)). There are two indexesfor mortgagors and mortgagees. They contain the entry number, names of mortgagor and mortgagee, date of instrument, date recorded, and book and page recorded.

RETENTION:

Retain until microfilmed

DISPOSITION:
Retain in agency custody.

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

AUTHORIZED: 06/30/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20226
TITLE: Mortgagee/mortgagor indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9915 3
TITLE: Official records
DATES: 1953-
ARRANGEMENT: Chronological, thereunder numerical by book and page
ANNUAL ACCUMULATION:
DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record' book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9915
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: Garfield County (Utah). County Recorder

SERIES: 20227 3
TITLE: Powers of attorney indexes and affidavits
DATES: 1891-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from," 'to, 'revoked'" (UCA 17-21-6(8) (1995)). These indexes also include affidavits with death certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

AUTHORIZED: 06/30/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20339 3
TITLE: Recorded surveys
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
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 until microfilmed

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: Garfield County (Utah). County Recorder

SERIES: 20339
TITLE: Recorded surveys

(continued)

AUTHORIZED: 08/05/1998

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:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20340 3
TITLE: Recorded surveys indexes
DATES: 1987-
ARRANGEMENT: Alphabetical by surveyor's names and names of persons having surveys made
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are indexes to recorded surveys. It is used to locate specific surveys. It includes the following information: survey date and date filed (month, day, year, time); entry, file, page and book numbers; surveyor's name; person's name requesting survey; filing fee; parcel number; and description.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 10.

AUTHORIZED: 08/05/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20340
TITLE: Recorded surveys indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20239 3
TITLE: Sections abstract record and index
DATES: 1882-1910.
ARRANGEMENT: Numerical by section, township, and range
ANNUAL ACCUMULATION:
DESCRIPTION:

These records contain the history of property ownership by sections provide "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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

RETENTION:

Retain permanently after microfilming.

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: 07/06/1998

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: Garfield County (Utah). County Recorder

SERIES: 20239
TITLE: Sections abstract record and index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20229 3
TITLE: Sections index
DATES: 1895-
ARRANGEMENT: Numerical by section, township, and range
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an index to sections within the county (UCA 17-21-6(7) (1995)). It includes the section, township, range,location, and map file number.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 23.

AUTHORIZED: 07/01/1998

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: Garfield County (Utah). County Recorder

SERIES: 20229
TITLE: Sections index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20341 3
TITLE: Survey abstracts
DATES: 1987-
ARRANGEMENT: Numerical by section, township, and range
ANNUAL ACCUMULATION: 0.20 cubic feet.
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(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

RETENTION:

Retain until microfilmed

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: 08/05/1998

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: Garfield County (Utah). County Recorder

SERIES: 20341
TITLE: Survey abstracts

(continued)

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

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20230 3
TITLE: Tax sale record
DATES: 1940-1955.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (1995)) and records for property not sold (UCA 59-2-1351.3(1) (1995)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (1995)).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 25.

AUTHORIZED: 07/01/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20230
TITLE: Tax sale record

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20338 3
TITLE: Uniform commercial code filings index
DATES: 1966-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an index to financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-401 (1995)).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 27.

AUTHORIZED: 08/05/1998

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.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20338
TITLE: Uniform commercial code filings index

(continued)

APPRAISAL:

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