

# Retention and Classification Report

**Agency:** Emery County (Utah). County Recorder (339)

Emery County Courthouse  
75 East Main, P.O. Box 698  
Castle Dale, UT 84513  
435-381-2414

## Records Officer

84042 \*Abstracts records  
23197 Chattel mortgages  
84036 \*Deeds  
06103 \*Grantor and grantee indexes  
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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 84042

4

**TITLE:** Abstracts records

**DATES:** i 1887-1973.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

**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.

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

**PRIMARY CLASSIFICATION:**

Public

UCA 17-21-19: Public

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 23197

1

**TITLE:** Chattel mortgages

**DATES:** ca. 1940-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Chattel mortgages are mortgages of personal property.

**STATE RECORDS COMMITTEE STATUS:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 84036

4

**TITLE:** Deeds

**DATES:** i 1881-1952.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

These are recorded copies of various types of deeds registered with the county recorder that show land ownership. Types of deeds may be sheriff, administrator, quit claim, guardian, probate, mayor, and trust deeds. Information recorded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 6103

4

**TITLE:** Grantor and grantee indexes

**DATES:** i 1888-1973.

**ARRANGEMENT:** Alphabetical according to name of grantee/grantor or principal party

**DESCRIPTION:**

These records are used to index all deeds, final judgements, claims, patents, or decrees partitioning or affecting the title or possession of real property in Emery County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 84034

4

**TITLE:** Land patents

**DATES:** i 1894-1952.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

Federal and State land was sold, settled, and cultivated in small tracts to settlers in Utah, as in other states. An individual or business was required to apply for the program and had to meet specific qualifications. This record includes entry number, applications and certificate numbers; date of patent; names of grantor and grantee; legal description of property; consideration; signatures of secretary and recorder of United States general office; and date recorded.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 13079

3

**TITLE:** Mechanics liens

**DATES:** 1891-1946.

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 6207

4

**TITLE:** Military discharges

**DATES:** 1923-1952.

**ARRANGEMENT:** Chronological by date.

**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. County recorders' copies are considered evidence with the same effect as the original. (Utah Code, 17-21-14, 2000). Military discharges contain a wide range of personal information, as well as military service and discharge information. Most veterans brought their papers to be recorded soon after discharge. However, in some cases years elapsed between the date of discharge and recording. This is particularly true for World War I veterans whose discharges are scattered throughout this series.

**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: For records beginning in 1923 through 1952.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1923 through 1952.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical



**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 6207

**TITLE:** Military discharges

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 82451

4

**TITLE:** Mining notices of location

**DATES:** 1907-1992

**ARRANGEMENT:** Chronological by date filed.

**TOTAL VOLUME:** 254.00 reels.

**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. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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Paper: Retain in Office until microfilmed and then return original instrument to owner.

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:**

Administrative 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.

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 82451

**TITLE:** Mining notices of location

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 84035

4

**TITLE:** Mortgages

**DATES:** i 1885-1957.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**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.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 6913

4

**TITLE:** Official records

**DATES:** i 1890-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are the official records recorded with the county recorder. They include deeds, mortgages, mining records, military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, water records, leases, liens and etc. All recorded documents are currently compiled together as the official record, however in the past various types of documents were filed separately.

**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: For records beginning in 1883 through 2000. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1883 through 2008. Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 6913

**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:** Emery County (Utah). County Recorder

**SERIES:** 6137

4

**TITLE:** Power of attorney

**DATES:** i 1924-1962.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record shos the authorizing of legal power for parties involved in land acquistions. Information includes date of the instrument; names of grnator and grantee; powers granted; acknowledgment; date recorded; and signatures of grantor and county recorder.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**AGENCY:** Emery County (Utah). County Recorder

**SERIES:** 5890

3

**TITLE:** Water rights maps

**DATES:** 1912-1920.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Stream and water rights maps for Lott Canal, Pleasant Valley, Green River, etc.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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