

Retention and Classification Report

Agency: Grand County (Utah). County Recorder (432)

Grand County Courthouse
125 East Center Street
Moab, UT 84532
435-259-7425

Records Officer

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AGENCY: Grand County (Utah). County Recorder

SERIES: 13191

3

TITLE: Abstract records

DATES:

ARRANGEMENT:

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) (1990)). 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.

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.

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13191

TITLE: Abstract records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13192

3

TITLE: Annexation maps

DATES:

ARRANGEMENT:

DESCRIPTION:

These are maps of incorporated areas annexed by municipalities. Upon the annexation of the territory a requirement is to immediately file "a transparent, reproducible plat or map" in the office of the county recorder, "together with a certified copy of the resolution or ordinance declaring the annexation" (UCA 10-2-415(4a) (1990)).

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 2.

This disposition is based on

AGENCY: Grand County (Utah). County Recorder

SERIES: 13192

TITLE: Annexation maps

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13193

1

TITLE: Chattel mortgages

DATES: 1880-

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These are loans which used personal property as collateral filed with the county recorder. They include the date due, lenders name and address, mortgagor's name and address, date of mortgage, amount of loan, installment payments, date of installments, contractual agreement, list of personal property held as collateral. Chattel mortgages are obsolete. In 1965, they were supplanted by the Uniform Commercial Code and in 1983 all mention of chattel mortgages was removed from the statutes of the county recorder. OBSOLETE RECORD

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: For records beginning in 1880 through 1940. Retain in Office permanently.

Paper: For records beginning in 1940 through 1960. Retain in Office for 10 years and then destroy.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13193

TITLE: Chattel mortgages

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13213

3

TITLE: Chattel mortgages indexes

DATES:

ARRANGEMENT:

DESCRIPTION:

Indexes to chattel mortgages, loans which used personal property as collateral filed with the county recorder.

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: For records beginning in 1941 and continuing to the present. Retain in Office for 10 years and then destroy.

Paper: For records prior to and including 1940. Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 3.

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13214

3

TITLE: Condominium filings and indexes

DATES:

ARRANGEMENT:

DESCRIPTION:

The county recorder is required to maintain an index "whereby the record of each condominium project contains a reference to the declaration, each conveyance of, lien against, and all other instruments referring to a unit affected by such declaration, and the record of each conveyance of, lien against, and all other instruments referring to a unit shall contain a reference to the declaration of the property of which the unit is a part" (UCA 57-8-12(2) (1993).

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 4.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13214

TITLE: Condominium filings and indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13215

3

TITLE: Condominium maps

DATES:

ARRANGEMENT:

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) (1990).

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 permanently.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13215

TITLE: Condominium maps

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 5.

This disposition is based on

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 5894

3

TITLE: Contour map

DATES:

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Contour map showing the Big Six Anticline, the Shafer Anticline, the Lockhart Anticline, the Indian Creek Anticline, and the log of the Big Six Oil Well in Moab.

RETENTION:

Retain Permanent. In 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.

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

AGENCY: Grand County (Utah). County Recorder

SERIES: 7026

3

TITLE: Deed records

DATES: 1890-1959.

ARRANGEMENT: Chronological

DESCRIPTION:

These volumes contain verbatim transcripts of deeds filed with the county recorder. They are used to reference property ownership. This series includes book and page number, names and addresses of grantor and grantee, description of property, and date property was transferred to grantor.

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 Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 6.

By statute these volumes are permanent and open to the public (UCA 17-21-1).

AGENCY: Grand County (Utah). County Recorder

SERIES: 7026

TITLE: Deed records

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13112

3

TITLE: Dependent mothers records

DATES: 1913.

ARRANGEMENT: none

DESCRIPTION:

Gives mother's name, address, names and birth dates of children, amount of money sent the mother, and date of payment.

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 transfer to State Archives with authority to weed.

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

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Grand County (Utah). County Recorder

SERIES: 13216

3

TITLE: Federal tax lien notices and certificates of discharge

DATES:

ARRANGEMENT:

DESCRIPTION:

These are 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 (1990)). "The certificate of discharge of any tax lien issued by the collector of internal revenue, or other proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1990)). 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 (1990)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1991)).

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 for 18 years after expiration of lien or 7 1/2 years after filing and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 7.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13216

TITLE: Federal tax lien notices and certificates of discharge

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 83884

4

TITLE: Fee and entry books

DATES: s 1980.

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 (i 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Grand County (Utah). County Recorder

SERIES: 13217

3

TITLE: General filing index

DATES:

ARRANGEMENT:

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) (1990)). 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 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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 9.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13217

TITLE: General filing index

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13218

3

TITLE: Grantor and grantee indexes

DATES:

ARRANGEMENT:

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) (1990)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1990)).

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.

APPRAISAL:

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

AGENCY: Grand County (Utah). County Recorder

SERIES: 13218

TITLE: Grantor and grantee indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13219

3

TITLE: Military service records and index

DATES:

ARRANGEMENT:

DESCRIPTION:

These are "honorable military discharges, . . . any and all orders, citations, and decorations of honor to any person while he was in the military" is recorded with the county recorder (UCA 17-21-14 (1990)). An alphabetical name index is also maintained.

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 11.

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13220

3

TITLE: Mining records and indexes

DATES:

ARRANGEMENT:

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 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 permanently.

APPRAISAL:

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

This disposition is based on

AGENCY: Grand County (Utah). County Recorder

SERIES: 13220

TITLE: Mining records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13221

3

TITLE: Miscellaneous records and index

DATES:

ARRANGEMENT:

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1990)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

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.

APPRAISAL:

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

AGENCY: Grand County (Utah). County Recorder

SERIES: 13221

TITLE: Miscellaneous records and index

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13222

3

TITLE: Mortgage records and indexes

DATES:

ARRANGEMENT:

DESCRIPTION:

These are 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) (1990). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

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 permanently.

APPRAISAL:

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

This disposition is based on

AGENCY: Grand County (Utah). County Recorder

SERIES: 13222

TITLE: Mortgage records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 17181

4

TITLE: Official records

DATES: i 1896-

ARRANGEMENT: Numerical by book and page numbers

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

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.

Digital image: Retain in Office permanently after being microfilmed.

AGENCY: Grand County (Utah). County Recorder

SERIES: 17181

TITLE: Official records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Grand County (Utah). County Recorder

SERIES: 13076

3

TITLE: Plat maps

DATES: 1883-

ARRANGEMENT: Numerical by township and range

ANNUAL ACCUMULATION:

DESCRIPTION:

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1990)).

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 superseded and then destroy.

Digital image: 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 17.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13076

TITLE: Plat maps

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13223

3

TITLE: Powers of attorney index

DATES:

ARRANGEMENT:

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) (1990)).

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.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 18.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13223

TITLE: Powers of attorney index

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13224

3

TITLE: Real estate judgment records and indexes

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are recorded "certified copies of final judgments or decrees partitioning or affecting the title or possession of real property." The recorder is required to record "when filed with him for that purpose" in "the record of deeds" (UCA 17-21-10 (1990)). The index is required to be divided into seven columns headed, respectively: judgment debtors, judgment creditors, amount of judgment, where recovered, when recovered, when transcript filed, and when judgment satisfied (UCA¹⁷⁻²¹⁻⁶⁽¹⁰⁾ (1990)).

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 20.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13224

TITLE: Real estate judgment records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13225

3

TITLE: Redemption certificates

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These certificates are issued by the county treasurer for money received in payment of delinquent real property taxes and have been recorded by the county recorder. They include serial number of property, name of owner, address, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total of tax due, including penalty and interest.

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 21.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13225

TITLE: Redemption certificates

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13231

3

TITLE: Returned or undeliverable instruments

DATES: 1990-

ARRANGEMENT: Chronological, thereunder numerical by entry number

ANNUAL ACCUMULATION:

DESCRIPTION:

These original records are those which were returned to the recorder's office as undeliverable by the postal service, or the office was unable to locate the owner. They are only maintained as evidence that the original was not received by owners.

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 for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 22.

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13226

3

TITLE: Subdivision index

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an index to subdivisions within the county (UCA 17-21-6(7) (1990)). It includes the name of the subdivision, location, and map file number.

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 23.

This disposition is based on

AGENCY: Grand County (Utah). County Recorder

SERIES: 13226

TITLE: Subdivision index

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13227

3

TITLE: Subdivision maps

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-26; 57-5-3 (1990)). 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 (1990)).

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 permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13227

TITLE: Subdivision maps

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13228

3

TITLE: Tax sale records

DATES:

ARRANGEMENT:

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. The deeds show the date, property description, names of purchasers and delinquent owner, and date of sale. Until the repeal of the pertinent statute in 1939, "tax sale records were transmitted and kept in the county recorder's office," and the "recorder's copy was "considered the official record of tax sales" (R.S. 80-10-65 (1933)).

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 25.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13228

TITLE: Tax sale records

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13230

3

TITLE: Uniform commercial code filings

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are 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-9-40(a) (1990)).

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 27.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13230

TITLE: Uniform commercial code filings

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)

AGENCY: Grand County (Utah). County Recorder

SERIES: 13229

3

TITLE: Water records and indexes

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water records are compiled separately, while in others they are part of the "Official records".

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 26.

AGENCY: Grand County (Utah). County Recorder

SERIES: 13229

TITLE: Water records and indexes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 (1990)