

Retention and Classification Report

Agency: Millard County (Utah). County Recorder (653)

Millard County Courthouse
50 South Main
Fillmore, UT 84631
435-743-6210

Records Officer

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AGENCY: Millard County (Utah). County Recorder

SERIES: 2927

3

TITLE: Abstract books

DATES: 1872-

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) (1990)). 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: 02/28/1990

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83670

4

TITLE: Agriculture patents

DATES: i 1880-1896.

ARRANGEMENT: Alphanumerical by land location

DESCRIPTION:

These patents of agricultural lands in Millard County record ownership and location of ranch and farm land. The information includes a description of land; section, ranges, and acreage; date of patent; and name of the entryman.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - No until Given.

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 13175

3

TITLE: Annexation maps

DATES: undated

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 2.

AUTHORIZED: 12/09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83308

4

TITLE: Auditor's tax deeds

DATES: i 1923-1968.

ARRANGEMENT: Chronological.

DESCRIPTION:

These volumes record the selling of real property for delinquent taxes and the issuance of deeds to buyers of the property. These volumes are divided into "Property Sold to Millard County" and "Property Sold to Individuals." They contain the date of the deed, the amount of tax delinquent, the name of the owner, the date of sale, the name of the buyer, the purchase amount, a legal description of the property, the county auditor's signature, the signature of a witness, the county recorder's signature, and information concerning the recordation of the deed. When property was sold for delinquent taxes, the deed on the land would be entitled auditor's tax deeds. The tax assessment was made by the county auditor but the deed was registered with the county recorder. These are recorded copies of the deed at the time of the sale of the property. Information includes the name of the property owner at the time of assessment, a legal description of the property, the dates of instrument and sale of property, an entry number, the amount of taxes, costs, interest, and penalties, the date and time of recording, and the signatures of the county auditor and witnesses.

Three Quit Claim Deed files are found inside three of the volumes. (Other Quit Claim Deeds may be found in SERIES 83455.)

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83308

TITLE: Auditor's tax deeds

(continued)

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

APPRAISAL:

Historical

This retention is based on the County Auditor's General Records Retention Schedule (06/87). These volumes are valuable for historical research.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83669

4

TITLE: Carey Land Act applications and patent claims

DATES: i 1913-1938.

ARRANGEMENT: Chronological

DESCRIPTION:

Under the Carey Land Act desert lands were sold, settled, and cultivated in small tracts to settlers in Utah, as in other states. Some lands were opened to public sale and corporations were allowed to bid after applying for the public land sale. Applications for the program were handled through the state, but were approved by the United States Secretary of Interior. This record is of the land acquired through this program for mining companies and includes a description of the land; the person making the claim; date of claim; and final approval (if granted by application).

RETENTION:

Retain Archives custody.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83450

3

TITLE: Chattel mortgages and indexes

DATES: i 1890-1920.

ARRANGEMENT: Mortgages arranged chronologically, indexes arranged alphabetically
DESCRIPTION:

These are loans which use 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, chattel mortgages 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 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/28/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Though these volumes are obsolete, they are transferred to the Archives for sampling purposes. They will document the use of chattels in rural Utah and the evolving responsibilities of the county recorder.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83450

TITLE: Chattel mortgages and indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13176

3

TITLE: Condominium filings and indexes

DATES: undated

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) (1990)).

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 4.

AUTHORIZED: 12/09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13177

3

TITLE: Condominium maps

DATES: undated

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Millard County (Utah). County Recorder

SERIES: 13177

TITLE: Condominium maps

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 6173

4

TITLE: Deeds

DATES: i 1867-1982.

ARRANGEMENT: Numerical by book and page number, thereunder chronological

DESCRIPTION:

These are recorded copies of various types of deeds that express land ownership, registered with the county recorder. Types of deeds may be sheriff, administrator, quit claim, guardian, probate, mayor, and truts deeds. Records include entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded. 555 -- Indexes for 1873-1917 and 1982 are included.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently after being microfilmed.

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

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13189

3

TITLE: Federal tax lien notices and certificates of discharge

DATES: undated

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)).

RETENTION:

Retain 18 months after expiration of lien or 7 years and 6 months after date of filing.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 7.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after expiration of lien or 7 1/2 years after filing and then destroy.

APPRAISAL:

AGENCY: Millard County (Utah). County Recorder

SERIES: 13189

TITLE: Federal tax lien notices and certificates of discharge

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83674

4

TITLE: Fee and entry books

DATES: i 1880-

ARRANGEMENT: Alphabetical by book letter, thereunder chronological

DESCRIPTION:

These books record all legal instruments filed with the county recorder in the entry book to show date of original filing and may also have a fee attached if assessed for services by the county. Information includes fees collected, date and person filing legal instrument; entry number; type of instrument; date recorded; description of property (if involved); volume and page where instrument was recorded; names of interested parties; and consideration for property.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13178

3

TITLE: General filing index

DATES: undated

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 6101

4

TITLE: Grantor and grantee indexes

DATES: i 1871-1973.

ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party

DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title as to possession of real property in Millard 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.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83500

4

TITLE: Liens

DATES: 1886-1955.

ARRANGEMENT: numerical by book number, thereunder chronological

DESCRIPTION:

Liens, kept by the recorder, are to register instruments effecting property of a debtor if a creditor holds or sells that property as security or payment for the debt. The record indicates entry number; name and address of person filing lien, nature of lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder.

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 83676

4

TITLE: Military discharges

DATES: 1944-1960.

ARRANGEMENT: None.

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 discharge records include extensive personal information, as well as military service and discharge information. This series contains discharges for veterans of World War I, World War II, and the Korean War.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1944 through 1960.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1944 through 1960.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: Millard County (Utah). County Recorder

SERIES: 83676

TITLE: Military discharges

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 980

3

TITLE: Mining notices of location

DATES: i 1921-1937.

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

RETENTION:

Retain Permanent. In Archives custody.

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: //

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 980

TITLE: Mining notices of location

(continued)

APPRAISAL:

PRIMARY DESIGNATION:

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 6153

4

TITLE: Mining records

DATES: i 1861-1962.

ARRANGEMENT: Chronological

DESCRIPTION:

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several different groups which focus on different stages of the mining industry. A records of location shows name of claim and locations; legal description of claim; whether it is in an organized mining district; date recorded; signatures of locator and county recorder.

Proof of labor shows annual work performed on the mine annually by workers; name of claim; type and cost of labor, acknowledgement, date recorded; signature of county clerk.

Placer location notices show name and description of claim; signatures of locators; and date recorded. Mining Deeds record information affecting the title to the mining property showing name of grantee and grantor; name of claim; considerations; date and type of deed; and signatures of grantor and witnesses.

Abstract of mines records instruments affecting title to patented mining claims which include date and type of instrument; names of concerned mining districts; and volume where recorded.

555 0 These records are indexed in a collective volume except for 555--These records are indexed in a collective volume except for the abstracts which are indexed separately.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 6153

TITLE: Mining records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 6116

3

TITLE: Mining records indexes

DATES: i 1861-1960.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 13179

3

TITLE: Miscellaneous records and index

DATES: undated

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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13180

3

TITLE: Monthly report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This monthly report certifies the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report to the county commission. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected and sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 14.

AUTHORIZED: 12/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 6167

4

TITLE: Mortgages

DATES: i 1895-1963.

ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

Mortgages are recorded with the county recorded to show a conveyance of property as for security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder. 555 Mortgagee index for 1895-1914, 1916-1934, 1956-1957, and Mortgagors index for 1895-1914, 1916-1937, 1956-1957 are included in separate volumes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83492

3

TITLE: Official bond record book

DATES: i 1898-1916.

ARRANGEMENT: Chronological

DESCRIPTION:

This volume consists of forms completed by the Millard County Recorder regarding each elected and appointed county official required to post a bond.

Recorded information includes the name of the bonded individuals (principal and sureties), the town or city and county in which the individuals reside, the amount of the bond, the election date, the office to which the official was elected or appointed, the official's signature, the notary's signature and seal, a statement that the constitutionally mandated oath of office has been administered by a notary public, and an oath by the sureties that they are residents and freeholders within the state and worth the sum of the bond. The county recorder then dated and signed the form. Only 238 of 481 pages have been used. One bond is recorded out of sequence on the end leaf.

RETENTION:

Retain 4 years after expiration of term. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after expiration of term and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This volume is important historically to document the bonds and oaths of persons elected and appointed to leadership positions in Millard County.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83492

TITLE: Official bond record book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 7065

4

TITLE: Official records

DATES: i 1916-

ARRANGEMENT: Numerical by book and page.

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:

Paper: Retain in Office permanently after being microfilmed.

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

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

Digital image: Retain in Office permanently.

AGENCY: Millard County (Utah). County Recorder

SERIES: 7065

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 DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 6839

3

TITLE: Official records alphabetical index

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a computer index to all legal instruments recorded with the county recorder. It includes the name of grantor, grantee, mortgagor, mortgagee, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83677

4

TITLE: Oil Leases

DATES: i 1920-1972.

ARRANGEMENT: Numerical by book number thereunder chronological
DESCRIPTION:

The recorded copies of leases register oil distribution and ownership within the county. The information includes the names of the leasee and lessor, the date of the lease, considerations of the lease, the terms of the agreement, a description of the property, the date recorded, and the signatures of the lessor and the county recorder.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Millard County (Utah). County Recorder

SERIES: 948

3

TITLE: Plat maps

DATES: ca. 1980.

ARRANGEMENT: numerical by range, section, and township

DESCRIPTION:

These are plat maps showing ownership and property lines for the 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).

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

AUTHORIZED: 01/04/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and maintain originals until updated.

Microfilm master: Retain in State Archives permanently.

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

Digital image: Retain in Office for 5 years and then microfilm and maintain originals until updated..

APPRAISAL:

AGENCY: Millard County (Utah). County Recorder

SERIES: 948

TITLE: Plat maps

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83678

4

TITLE: Powers of attorney

DATES: i 1916-1960.

ARRANGEMENT: none

DESCRIPTION:

This record shows the transfer of legal power for parties involved in land acquisitions. Information includes the date of the instrument, the names of grantor and grantee, powers granted, acknowledgment, the date recorded, and the signatures of the grantor and the county recorder.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13181

3

TITLE: Professional certificates and indexes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are professional certificates recorded with the county recorder. They may include medical and bishop certificates. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate.

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 19.

AUTHORIZED: 12/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13182

3

TITLE: Real estate judgment records and indexes

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 20.

AUTHORIZED: 12/13/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on

AGENCY: Millard County (Utah). County Recorder

SERIES: 13182

TITLE: Real estate judgment records and indexes

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 20942

3

TITLE: Record book

DATES: 1856-1866.

ARRANGEMENT:

DESCRIPTION:

This book includes a register of brands for Millard County which consists of the name of the person registering the brand, the brand, brand size, brand location, and the date when recorded. The book also contains a listing for Fillmore City of the block number, lot number, and name of owner.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 13183

3

TITLE: Redemption certificates

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13184

3

TITLE: Returned or undelivered instruments

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 22.

AUTHORIZED: 12/14/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83449

3

TITLE: Section abstract books and indices

DATES: i 1871-1944.

ARRANGEMENT: alphabetical by section, township, and range

DESCRIPTION:

The twelve volumes lettered alphabetically A through L on the spine represent the original abstract section books of Millard County. They contain the historical record of land ownership by providing "a true chain of title." They were copied and corrected by the WPA Historical Records Survey in 1940.

Information is recorded under the following headings: township, range, section, all or part, government lot, line number, book where recorded, page, date (month, day, and year) of instrument, date (month, day, and year) and hour of filing, cancellations of incumbrances, grantor, grantee, estate conveyed, kind of instrument, if dower released, how many witnesses, stamp duty paid, if properly signed, if properly acknowledged, consideration, and remarks (a legal description of the property, boundaries, etc.). Included in the Waddell's Index to Names on Abstract Record are the names of the grantees and grantors, the book, the page number, and the line number where the abstract is recorded.

There are also three abstract section index volumes. These record information under the following headings: township, range, section number, abstract volume, and line number.

A master index to both sections and townsites is also located with this series. This lists only the township, range, section number, and book and page.

RETENTION:

Retain 30 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years and then transfer to State

AGENCY: Millard County (Utah). County Recorder

SERIES: 83449

TITLE: Section abstract books and indices

(continued)

Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the methods of abstraction of property during the early years.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83459

3

TITLE: Subdivided farm lands abstract book

DATES: 1920.

ARRANGEMENT: None

DESCRIPTION:

This single volume is an abstract book describing subdivided farm land within Fillmore School District No. 1. Recorded information about each piece of property includes the section number, the name of the landowner, a legal description of the specific parcel (boundaries, number of acres embraced, and whether water rights are included), and the book and page number where the deed may be found. No dates are recorded and the abstract information appears to be randomly arranged.

Apparently the 640-page book was intended to record abstracts of property within the Meadow, Kanosh, Holden, and Scipio districts within Millard County as well, but only the first 49 pages were completed, all dealing with property within Fillmore School District No. 1.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of this volume to document the "true title" of property by school district.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83459

TITLE: Subdivided farm lands abstract book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13185

3

TITLE: Subdivision index

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/14/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13186

3

TITLE: Subdivision maps

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 24.

AUTHORIZED: 12/14/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13187

3

TITLE: Tax sale records

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83456

3

TITLE: Town plats

DATES: 1925.

ARRANGEMENT: Numerical by township, range, section, and school district number

DESCRIPTION:

These two volumes consists of ownership plats for the towns of Delta, McCornick, Lynndyl, Deseret, Oak City, and Sugarville as well as the Hinckley, Meadow, Clear Lake, and Fillmore school districts in Millard County. Each plat map shows the township, range, section, school district number, plat letter, blocks and lots, name of owners, book and page on which recorded, and date of purchase (approximately 1893-1936). The plat maps were used to identify owners of property.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Although these plats are obsolete, they provide a glance at property ownership at a specific time and have some historical value.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83456

TITLE: Town plats

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83460

3

TITLE: Township plats

DATES: s [ca. 1900].

ARRANGEMENT: alphabetical by range and township

DESCRIPTION:

This book contains government township plat maps (in blueprint form) compiled from the official records of the U.S. Surveyor General's Office and the U.S. Land Office. They are undated, but appear to be from a period prior to 1910. They were used to identify the location of property. They contain the range, township, sections, county and state boundaries, and the location of lakes, rivers, streams, creeks, etc. The County Recorder has indicated the ownership of various tracts.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of the records to identify the ownership of property.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83460

TITLE: Township plats

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 83448

3

TITLE: Townsite abstracts books and indices

DATES: [ca. 1871]-1941.

ARRANGEMENT: Alphabetical by plat letter.

DESCRIPTION:

These five volumes are the original townsite abstract books of Millard County. These book contain the historical record of ownership of property by providing "a true chain of title." They were recopied and corrected by the WPA Historical Records Survey. They contain: plat letter and survey name; dates of instrument and filing; entry number; book and page; released on margin (date); names(s) of grantor(s) and grantee(s); type of instrument; consideration; block number; lot number and remarks. Each volume is labeled A-E.

RETENTION:

Retain 30 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

These are the first abstract volumes from Millard County and represent the earliest methods for abstracting and should be maintained to represent these methods. This retention is based on the historical value of this volume to document the ownership of property in Millard County.

AGENCY: Millard County (Utah). County Recorder

SERIES: 83448

TITLE: Townsite abstracts books and indices

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13188

3

TITLE: Uniform commercial code filings

DATES: undated

ARRANGEMENT:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/14/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83458

3

TITLE: Waddell's abstract sections

DATES: undated

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 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This retention is based

PRIMARY DESIGNATION:

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

AGENCY: Millard County (Utah). County Recorder

SERIES: 83671

4

TITLE: Water deeds

DATES: i 1899-1960.

ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

The water deeds, registered with the recorder, show water allotments within the county which have ownership. The record includes information about appropriation of water showing entry number; application number, certificate number; names of granator and grantee; amount of water granated; point of diversion; purpose of water use; conditions governing use; signature of state engineer; and signature of county recorder. 555 Indexed by grnatee's name.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - No until Given.

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

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

PRIMARY DESIGNATION:

Public