

# Retention and Classification Report

**Agency:** Rich County (Utah). County Recorder (842)

Rich County Courthouse  
21 South Main, P.O. Box 322  
Randolph, UT 84064  
793-2005

## Records Officer

28417 Annexation maps  
83789 Fee and entry books  
83788 Grantor and grantee indexes  
28419 Maps of new roads and vacated roads  
83787 \*Mortgages and deeds  
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28416 Recorded land surveys  
28418 Subdivision and condominium maps  
25813 \*Water records

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

**SERIES:** 28417

3

**TITLE:** Annexation maps

**DATES:** 1896 -

**ARRANGEMENT:** Alphanumeric by city and location

**DESCRIPTION:**

These records are maps of incorporated areas annexed by municipalities in Rich County. These records are prepared by a licensed surveyor and are used to show annexed boundaries approved by city ordinance.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to the State Archives permanently.

**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.

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

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 28417

**TITLE:** Annexation maps

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 83789

4

**TITLE:** Fee and entry books

**DATES:** i 1888-

**ARRANGEMENT:** Numerical by entry number.

**DESCRIPTION:**

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

**RETENTION:**

Retain Permanent.

**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 and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Fee and entry books provide access official county records by entry number and by date.

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

**SERIES:** 83789

**TITLE:** Fee and entry books

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 83788

4

**TITLE:** Grantor and grantee indexes

**DATES:** 1873-

**ARRANGEMENT:** Alphabetical by 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 Millard County as registered with the county recorder. Information includes names of grantee or grantor; date and typd of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

**RETENTION:**

Retain Permanent.

**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.

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Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 28419

3

**TITLE:** Maps of new roads and vacated roads

**DATES:** 1896 -

**ARRANGEMENT:** By county or town name

**DESCRIPTION:**

These records contain maps of newly dedicated roads and vacated roads in Rich County. These records contain maps for both municipal roads and county roads.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2009.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 32, Item 5.

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

**SERIES:** 28419

**TITLE:** Maps of new roads and vacated roads

(continued)

**PRIMARY CLASSIFICATION:**

Public



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

**SERIES:** 83787

4

**TITLE:** Mortgages and deeds

**DATES:** i 1883-1958; 1965-1970.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are recorded copies of various types of deeds and mortgages 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 on deeds includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded. 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.

**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.

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

**SERIES:** 83787

**TITLE:** Mortgages and deeds

(continued)

**APPRAISAL:**

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

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 83790

4

**TITLE:** Official records

**DATES:** i 1956-

**ARRANGEMENT:** Numerical by book number, thereunder chronological  
**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1956 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

**RETENTION:**

Retain permanent

**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.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 83790

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

**SERIES:** 28416

3

**TITLE:** Recorded land surveys

**DATES:** 1896 -

**ARRANGEMENT:** Chronologically by date filed

**DESCRIPTION:**

These records contain survey notes and measurements by land surveyors. They are used to create maps for private, county, state, and federal land located in Rich County.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1991.

**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.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 17, Item 5.

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

**SERIES:** 28416

**TITLE:** Recorded land surveys

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 28418

3

**TITLE:** Subdivision and condominium maps

**DATES:** 1896 -

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records contain plats for new condominium and subdivision projects in Rich County.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to the State Archives permanently.

**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 permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

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

**SERIES:** 28418

**TITLE:** Subdivision and condominium maps

(continued)

**PRIMARY CLASSIFICATION:**

Public



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

**SERIES:** 25813

3

**TITLE:** Water records

**DATES:** 1888-1976.

**ARRANGEMENT:** Chronological by date recorded

**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 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.

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.

Microfilm duplicate: Retain in Regional Repository permanently.

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

**SERIES:** 25813

**TITLE:** Water records

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

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