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
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83790	Official records
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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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/04/2013

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

AGENCY: Rich County (Utah). County Recorder

SERIES: 28417
TITLE: Annexation maps

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 32, Item 5.

AUTHORIZED: 12/04/2013

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

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 givern 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 porperty; 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/06/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Rich County (Utah). County Recorder

SERIES: 83787
TITLE: Mortgages and deeds

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: 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 cretificates, 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 Chrurch of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanent

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:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Rich County (Utah). County Recorder

SERIES: 83790
TITLE: Official records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 5.

AUTHORIZED: 12/04/2013

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/04/2013

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

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

AUTHORIZED: 03/23/2005

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: Rich County (Utah). County Recorder

SERIES: 25813
TITLE: Water records

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

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