

# Retention and Classification Report

**Agency:** Sanpete County (Utah). County Recorder (857)

Sanpete County Courthouse  
160 North Main, P.O. Box 129  
Manti, UT 84642  
835-2181

**Records Officer:** Sandy Neill

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

**SERIES:** 13057

3

**TITLE:** Abstract records

**DATES:** undated

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

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/1993

**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.

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

**APPRAISAL:**

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

**SERIES:** 13057

**TITLE:** Abstract records

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13058

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 22084

3

**TITLE:** Cemetery deed records

**DATES:** ca. 1908-1967.

**ARRANGEMENT:**

**DESCRIPTION:**

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

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

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

**SERIES:** 6168

3

**TITLE:** Chattel mortgages index

**DATES:** i 1908-1966.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In 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:**

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

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

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

**SERIES:** 13059

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 13060

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**SERIES:** 13060

**TITLE:** Condominium maps

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 6112

3

**TITLE:** Declaratory lots and land claims transfer indexes

**DATES:** 1869-1870.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanent. In 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:**

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

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

**SERIES:** 13061

3

**TITLE:** Deed records

**DATES:** 1886-1915.

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

**SERIES:** 13061

**TITLE:** Deed records

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13062

3

**TITLE:** Federal tax lien notices and certificates of discharge

**DATES:** 1970-

**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 33, Item 1.

**AUTHORIZED:** 05/04/2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**SERIES:** 13062

**TITLE:** Federal tax lien notices and certificates of discharge

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13063

3

**TITLE:** Fee and entry books

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1995).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 6182

3

**TITLE:** First original records

**DATES:** 1855-1890.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Multiple early volumes from the recorder's office were microfilmed together. These include property transfer records, particularly to the LDS Church or Brigham Young, probate records from the county probate court, land transfers handled by the probate court, and multiple indexes, including a Manti estray index.

**RETENTION:**

Retain Permanent. In 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.

Paper: Retain in Office permanently.

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

**SERIES:** 13064

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13065

3

**TITLE:** Grantor and grantee indexes

**DATES:** 1880-

**ARRANGEMENT:** Alphabetically by surname of grantor or grantee

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

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

**SERIES:** 13065

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13471

3

**TITLE:** Land patents

**DATES:** 1900-1942.

**ARRANGEMENT:** none

**DESCRIPTION:**

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

**SERIES:** 10340

4

**TITLE:** Military discharges

**DATES:** 1944-1964.

**ARRANGEMENT:**

**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 the person was in the military, naval, or marine service of the United States. County recorders' copies are considered evidence with the same effect as the original (Utah Code, 17-14-21, 2000). Military discharge records include extensive personal information, as well as military service and discharge information. Documents in this series represent discharges for veterans of World War I, World War II, and the Korean War.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1944 through 1964.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1944 through 1964.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13066

3

**TITLE:** Military service records and index

**DATES:** undated

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 11.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 6201

3

**TITLE:** Mining claims index

**DATES:** 1883-1967.

**ARRANGEMENT:** Alphanumerical

**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:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

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

**SERIES:** 6201

**TITLE:** Mining claims index

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13067

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:**

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 13.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13068

3

**TITLE:** Monthly report

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**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:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12/15/2003

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13472

3

**TITLE:** Mortgage discharges

**DATES:** 1889-

**ARRANGEMENT:** Numerical by book number

**DESCRIPTION:**

These are legal instruments recorded by the county recorder of "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1995)). These records are the discharges of the mortgages.

**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 15.

**AUTHORIZED:** 12/15/2003

**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.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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

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

**SERIES:** 6163

4

**TITLE:** Mortgages

**DATES:** i 1893-1986.

**ARRANGEMENT:** Numerical according to book number, thereunder by page number.

**DESCRIPTION:**

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

**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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 7068

4

**TITLE:** Official records

**DATES:** i 1878-

**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. 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 Christs of Latter-day Saints.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Records Center permanently.

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.

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

**SERIES:** 7068

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 4958

3

**TITLE:** Plat maps

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphanumerical.

**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)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12/31/2009

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Aperture cards: Retain in State Records Center until superseded and then destroy.

**APPRAISAL:**

Historical

The plat map book provides a historical snapshot of land ownership in Sanpete County.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13069

3

**TITLE:** Powers of attorney index

**DATES:** undated

**ARRANGEMENT:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

**AUTHORIZED:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 6204

3

**TITLE:** Probates index

**DATES:** 1875-1890.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In 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:**

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

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

**SERIES:** 13070

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13071

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13072

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:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13074

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:** 11/16/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)

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

**SERIES:** 13073

3

**TITLE:** Water records and indexes

**DATES:** 1888-1956.

**ARRANGEMENT:** Chronological, thereunder numerical by book and page

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/1993

**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.

**APPRAISAL:**

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

**SERIES:** 13073

**TITLE:** Water records and indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (2008)