

# Retention and Classification Report

**Agency:** Sevier County (Utah). County Recorder (882)

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## Records Officer

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

**SERIES:** 6020

4

**TITLE:** Abstracts records

**DATES:** i 1872-1981.

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

**DESCRIPTION:**

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1895 through 1920. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: For records beginning in 1879 through 1955. Retain in State Archives permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13169

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/06/1993

**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 Office permanently.

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

**APPRAISAL:**

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

**SERIES:** 13169

**TITLE:** Annexation maps

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 6032

1

**TITLE:** Assessment index

**DATES:** 1895-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 84214

4

**TITLE:** Auditor's tax deeds

**DATES:** i 1923-1939.

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

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 property. Information includes name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalties; date and time of recording; and signatures of county auditor and witnesses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1923 through 1939. Retain in State Archives permanently.

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

**SERIES:** 83672

3

**TITLE:** Chattel mortgage releases

**DATES:** i 1961-1975.

**ARRANGEMENT:** Numerical by filing number

**DESCRIPTION:**

These forms were used to release chattel mortgages. Chattels were personal loans given using personal property as collateral and filed with the county recorder. They contain the amount of mortgage, date, name or names of mortgagee(s), date filed, entry number, signature of bank manager, date, signature and seal of notary public. Though chattel mortgages were supplanted by the Uniform Commercial Code in 1965, some loans were not paid and chattels released until 1976.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

Chattel mortgages were replaced by the Uniform Commercial Code in 1965. These releases are obsolete and should be destroyed.

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

**SERIES:** 365

3

**TITLE:** Chattel mortgages and indexes

**DATES:** 1897-1940; 1961-1975.

**ARRANGEMENT:** Numerical by entry number

**DESCRIPTION:**

These are copies of chattel mortgages filed with the county recorder. A chattel is a loan taken using personal property as collateral and filed with the county recorder. They contain: date; amount of loan; principal, interest, amount of charges payable, and monthly payments; loan number; date due; borrower's name and address; names of witnesses; list of goods and chattels; location of items; and notarized signature and seal of notary public. In 1965, chattel mortgages were supplanted by the Uniform Commercial Code and in 1983 all mention of chattel mortgages were removed from the statutes of the county recorder. There are three volumes of chattel mortgage records (1897-1919) and six indexes (1898-1940). There are also two small collections of folded records on pre-printed forms: chattel mortgages (filed 1961-64) and release of chattel mortgage/partial release of mortgage/satisfaction of mortgage/satisfaction and release of lien forms (filed 1961-75).

**RETENTION:**

Retain 10 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 3.

**AUTHORIZED:** 04/13/2009

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1897 through 1925. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1926 and continuing to the present. Retain in Office for 10 years and then destroy.

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

**SERIES:** 365

**TITLE:** Chattel mortgages and indexes

(continued)

**APPRAISAL:**

Historical

The 1898 to 1925 records and indexes are kept for historical purposes as a sample of an obsolete process. Once very common chattel mortgages may now be used for both genealogical and community studies.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84220  
**TITLE:** Deeds

4

**DATES:** i 1880-1973.

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

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/28/2011

**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.

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

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

**APPRAISAL:**

Legal

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

**SERIES:** 84220

**TITLE:** Deeds

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 23429

3

**TITLE:** Federal tax lien index

**DATES:** 1957-

**ARRANGEMENT:** Alphabetical by first letter of surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an index to 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 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). 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 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12/14/2000

**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.

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

**SERIES:** 23429

**TITLE:** Federal tax lien index

(continued)

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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

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

**SERIES:** 84261

4

**TITLE:** Fee and entry books

**DATES:** 1888-1938; 1970-1978; 1985-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:**

**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 permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1888 and continuing to the present. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

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

**SERIES:** 84261

**TITLE:** Fee and entry books

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 9564

3

**TITLE:** General record index

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**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) (1995)). 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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** //

**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

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

**SERIES:** 6102

4

**TITLE:** Grantor and grantee indexes

**DATES:** 1872-1897; 1901-1972, 1988-

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

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Sevier 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1872 through 1973. Retain in State Archives permanently after microfilming.

Microfilm master: For records beginning in 1872 through 1973. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

**APPRAISAL:**

Legal

Grantee and grantor indexes are legally required to be kept permanently (UCA 17-21-6(1)(c)).

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

**SERIES:** 6102

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2886

3

**TITLE:** Greenbelt index

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an index of applications forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)). The are recorded by county recorder.

**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 11, Item 4.

**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:**

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

**SERIES:** 2886

**TITLE:** Greenbelt index

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2901

3

**TITLE:** Internal revenue lien filings and releases

**DATES:** 1984-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:**

**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 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 7.

**AUTHORIZED:** 12/04/2003

**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.

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

**SERIES:** 2901

**TITLE:** Internal revenue lien filings and releases

(continued)

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 22252

3

**TITLE:** Medical registry

**DATES:** 1883-1922.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contain handwritten copies of certificates filed with the state and recorded with the county recorder providing information about who could practice medicine and dentistry.

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84235

4

**TITLE:** Military discharges

**DATES:** 1942-1970.

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Utah code states 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. (Utah Code, 17-21-14, 2000). Military discharges contain a wide range of personal, as well as military service and discharge information. Most veterans had their discharges recorded soon after discharge. However, since a veteran could bring his discharge for recording at any time, years might have elapsed between the time of discharge and recording. This is particularly true for World War I veterans whose discharges are scattered throughout this series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1942 through 1970.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1942 through 1970.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13478

4

**TITLE:** Militia eligibility list

**DATES:** 1917-1918.

**ARRANGEMENT:**

**TOTAL VOLUME:** 1.00 reel.

**DESCRIPTION:**

In compliance with Utah law (Laws of Utah, 1917, chapter 99, section 18), Sevier County annually compiled lists of all male residents 18 to 45 who were eligible for military service. These lists include name, residence, age, occupation and remarks relating to marital status, number of children, whether a widow's son, or other factors which might bear on individual availability for military service.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1917 through 1918.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1917 through 1918.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 22250

4

**TITLE:** Mining abstracts indexes

**DATES:** undated-1903.

**ARRANGEMENT:** Chronological, thereunder alphabetical.

**TOTAL VOLUME:**

**DESCRIPTION:**

This alphabetical index for mining records was created by the Sevier County Recorder to facilitate access to the Mining Records. The series provides the instrument number, name of locators or grantors, name of claim or grantee, name of district or location, record book, page number and remarks.

**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.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 22254

4

**TITLE:** Mining placer claims index

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**TOTAL VOLUME:**

**DESCRIPTION:**

This alphabetical index was created to facilitate access to placer claims and contains information pertaining to mining claim, book and page number.

**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.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84249

4

**TITLE:** Mining records

**DATES:** 1896-1970

**ARRANGEMENT:** Chronological by date filed

**TOTAL VOLUME:**

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Mining records contain notices of location which provide the name of claim, locators, locations, legal description, and the mining district; proofs of labor which record the work performed at each mine annually; and deeds which record information affecting the title to the mining property. Until the law changed in 1897 mining districts in Utah had the option of electing their own mining district recorder. Many of the larger districts within Utah chose to elect their own recorders while claims and other records within smaller mining districts or in unorganized areas were filed with the county recorder. Beginning in 1897, all mining records in the county were filed with the county recorder.

**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.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

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

**SERIES:** 84249

**TITLE:** Mining records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2848

4

**TITLE:** Mining records indexes

**DATES:** 1896-1983.

**ARRANGEMENT:** Chronological, thereunder alphabetical by name.

**TOTAL VOLUME:** 4.00 reels.

**DESCRIPTION:**

This alphabetical index for mining records was created by the Sevier County Recorder to facilitate access to the Mining Records. The series provides the instrument number, name of locators or grantors, name of claim or grantee, name of district or location, kind of instrument, when filed, record book, page number and remarks.

**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 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.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their

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

**SERIES:** 2848

**TITLE:** Mining records indexes

(continued)

corresponding indexes.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 2890

3

**TITLE:** Miscellaneous index

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**TOTAL VOLUME:**

**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 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 13.

**AUTHORIZED:** 02/22/1990

**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:**

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

**SERIES:** 2890

**TITLE:** Miscellaneous index

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 6169

3

**TITLE:** Mortgage index

**DATES:** i 1901-1955.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

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

**SERIES:** 6136

4

**TITLE:** Mortgages

**DATES:** i 1878-1973.

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

**TOTAL VOLUME:**

**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: For records beginning in 1890 through 1973. Retain in Office permanently.

Microfilm duplicate: For records beginning in 1890 through 1973. Retain in State Archives permanently.

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2837

3

**TITLE:** Mortgagor/mortgagee indexes

**DATES:** 1900-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of mortgagor or mortgagee

**TOTAL VOLUME:**

**DESCRIPTION:**

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1990). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

**RETENTION:**

Retain 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 15.

**AUTHORIZED:** 02/22/1990

**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:**

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

**SERIES:** 2837

**TITLE:** Mortgagor/mortgagee indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 13170

3

**TITLE:** Official plat maps

**DATES:** 1872-

**ARRANGEMENT:** Numerical by plat number

**TOTAL VOLUME:**

**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:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/19/2000

**FORMAT MANAGEMENT:**

Maps: 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:** Sevier County (Utah). County Recorder

**SERIES:** 13170

**TITLE:** Official plat maps

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 7061

4

**TITLE:** Official records

**DATES:** i 1893-

**ARRANGEMENT:** Numerical by book and page number

**TOTAL VOLUME:**

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1915 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 included certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1987 and continuing to the present. Retain in Office permanently.

Microfilm master: For records beginning in 1915 and continuing to the present. Retain in State Archives permanently.

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

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

**SERIES:** 7061

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 2858

3

**TITLE:** Oil and gas lease index

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name.

**TOTAL VOLUME:**

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

**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 13.

**AUTHORIZED:** 07/16/2013

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

**SERIES:** 84207

4

**TITLE:** Oil leases

**DATES:** i 1897-1973.

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

**TOTAL VOLUME:**

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1897 through 1974.  
Retain in State Archives permanently.

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

**SERIES:** 2903

3

**TITLE:** Powers of attorney index

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**TOTAL VOLUME:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 02/22/1990

**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 UCA 17-21-19 (1990)

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

**SERIES:** 13171

3

**TITLE:** Subdivision index

**DATES:** undated

**ARRANGEMENT:**

**TOTAL VOLUME:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12/06/1993

**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 UCA 17-21-19 (1990)

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

**SERIES:** 13172

3

**TITLE:** Subdivision maps

**DATES:** 1975-

**ARRANGEMENT:**

**TOTAL VOLUME:**

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/06/1993

**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:**

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 22901

1

**TITLE:** Survey maps

**DATES:** undated

**ARRANGEMENT:** Numerical by map number

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 3615

3

**TITLE:** Tax sale records

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder numerical

**TOTAL VOLUME:**

**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 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 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 Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13173

3

**TITLE:** Uniform commercial code filings

**DATES:** undated

**ARRANGEMENT:**

**TOTAL VOLUME:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12/06/1993

**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 UCA 17-21-19 (1990)

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

**SERIES:** 2866

3

**TITLE:** Water deeds index

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name.

**TOTAL VOLUME:**

**DESCRIPTION:**

These records index the official records of recorded water claims. The alphabetical index includes name, entry number, book and page recorded, and type of instrument.

**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 26.

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

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

**SERIES:** 3614

3

**TITLE:** Water records index

**DATES:** 1896-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**TOTAL VOLUME:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04/06/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or 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.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public