

# Retention and Classification Report

**Agency:** San Juan County (Utah). County Recorder (904)

San Juan County Courthouse  
117 South Main, P.O. Box 789  
Monticello, UT 84535  
587-3228

## Records Officer

83187 Abstract books and indexes  
23830 Annexation and township maps  
23399 \*Deed records  
23465 \*Federal Farm Loan Mortgage Records  
83185 Fee and entry books  
14786 General filing index  
14771 Grantor and grantee indexes  
06105 \*Grantor mortgages indexes  
23906 Informational maps  
05155 \*Military discharges  
24001 \*Mining location notices (lode claims)  
24000 \*Mining location notices (petroleum)  
23905 \*Mining maps  
84250 \*Mining records  
23583 \*Mining records index (locations)  
23584 \*Mining records index (locators)  
23400 \*Miscellaneous records  
23401 \*Mortgage records  
14772 Mortgagee/mortgagor indexes  
06682 Official records  
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23537 \*Oil and gas leases  
24066 Ownership plat maps  
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83186 \*Proof of labor index  
23832 Recorded (miscellaneous)maps  
06157 Robert W. Morgan estate index  
23904 Scheley water decision maps  
23831 Subdivision maps

23532 \*Tax deed records  
23413 \*Transcript of Lands  
14773 Water claims indexes  
23529 \*Water notices (claims) and index

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83187

3

**TITLE:** Abstract books and indexes

**DATES:** [ca. 1949]-

**ARRANGEMENT:** Numerical by township, range, and section

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(6) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

**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.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23830

3

**TITLE:** Annexation and township maps

**DATES:** ca. 1950-

**ARRANGEMENT:** Alphabetical by town and district

**ANNUAL ACCUMULATION:**

**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) (1995)). They also include the original township maps in San Juan County.

**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.

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23830

**TITLE:** Annexation and township maps

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23399

3

**TITLE:** Deed records

**DATES:** 1891-1952.

**ARRANGEMENT:** Chronological by date recorded.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Deeds are official contracts transferring property ownership. According to Utah law, no transfer or sale of property is valid unless it is recorded by the county recorder. (Laws of Utah, 1852. "An Act Regulating Transfers of Possession of Land and Real Estate," p. 66-67, Utah State Archives series 83155). Deeds include the names of buyer and seller, a legal description of the property, and specify the terms of transfer. They are signed by grantors (sellers) and witnesses. In addition to deeds transferring land ownership, San Juan County deed records include many mining deeds which transfer interest in or ownership of mining claims.

**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:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23399

**TITLE:** Deed records

(continued)

**APPRAISAL:**

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

San Juan County deed records provide legal and historical information about property ownership and about mining activity in the county.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23465

3

**TITLE:** Federal Farm Loan Mortgage Records

**DATES:** 1918-1923.

**ARRANGEMENT:** Chronological, thereunder numerical by page number

**TOTAL VOLUME:** 0.20 cubic feet.

**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) (1995)). 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 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:**

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23465

**TITLE:** Federal Farm Loan Mortgage Records

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83185

3

**TITLE:** Fee and entry books

**DATES:** [ca. 1955]-

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

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1991.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83185

**TITLE:** Fee and entry books

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14786

3

**TITLE:** General filing index

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by surname

**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) (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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1991.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 9.

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 (1990)

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14771

3

**TITLE:** Grantor and grantee indexes

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**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) (1995)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995)). One volume (1919-1947) is titled "Grantors to Index Mortgagers," Book 1. Another (1936-1947) is titled "Grantee's to dex Mortgagees" Book 1. Both include information on grantees/grantors.

**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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 10.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14771

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6105

3

**TITLE:** Grantor mortgages indexes

**DATES:** 1905-1943.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23906

1

**TITLE:** Informational maps

**DATES:** 1900-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are various maps filed with the county recorder. They are used for reference purposes. They include maps of county roads and highways,

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23906

**TITLE:** Informational maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 5155

4

**TITLE:** Military discharges

**DATES:** 1944-1948.

**ARRANGEMENT:** Chronological according to the date recorded.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Since 1923, Utah Code has provided that upon presentation, the county recorder shall record honorable discharges from the military, naval or marine service of the United States, and any orders, citations, and decorations of honor relating to a person while in the military service of the United States. County recorders' copies are considered evidence with the same effect as the original (Utah Code, 17-21-14, 2000). Military discharge records include extensive personal information, as well as military service and discharge information. All documents in this series relate to men who were discharged from 1944 to 1948.

**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 until microfilmed and then retain in office permanently.

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:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 11.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 5155

**TITLE:** Military discharges

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24001

4

**TITLE:** Mining location notices (lode claims)

**DATES:** 1900-1951.

**ARRANGEMENT:** Chronological by date recorded.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The San Juan County recorder kept a separate set of books in which to record location notices for lode claims. Federal mining law outlined that the first step toward ownership of mineral deposits in the public domain was the discovery of a potentially productive site and recording a claim or notice of location. (see Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). Lode location notices are defined in terms of identified sections of veins or lodes of quartz or other rock bearing gold, silver or other precious metals. By federal law, lode claims could not exceed 1500 feet along the lode. Each claim in these books serves as notification that the undersigned locator has complied with United States and local laws and is entitled to a certain specifically named claim. Each notice identifies the names of locators, names and describes the claim, and provides dates of location and filing. Most of the notices in these books do not identify a mining district, nor do they indicate the locator's objective. However, occasionally stated objectives were copper and uranium. A proliferation of notices recorded 1948-1951 can be attributed to uranium development which became important in San Juan County after World War II.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24001

**TITLE:** Mining location notices (lode claims)

(continued)

**FORMAT MANAGEMENT:**

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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.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

Mining location notices provide historical and legal documentation of mining activity in San Juan County.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24000

4

**TITLE:** Mining location notices (petroleum)

**DATES:** 1905-1941.

**ARRANGEMENT:** Within each book claims are arranged chronologically as recorded, however the books are not chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Mining location notices in this series document the petroleum boom which peaked in San Juan County in 1908-1909. After oil prospectors opened a gusher in March 1908, the ensuing stampede to the San Juan and Colorado Rivers resulted in the recording of nearly 10,000 location notices by July 1909 (Osmond L. Harline, "Utah's Black Gold," Utah Historical Quarterly, vol. 31, no. 3, p. 297). Federal mining law provided that valuable mineral deposits in the public domain were free and open to exploration and that the locators of the same were to have exclusive right of possession as long as they complied with federal and local law (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). The first step toward ownership was the discovery of a potentially productive site and recording the claim or notice of location. Each notice affirms that the locator has complied with federal and local mining laws. Each notice names the claim and provides a description of it, and each notice provides the names of locators and their place of residence.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24000

**TITLE:** Mining location notices (petroleum)

(continued)

**FORMAT MANAGEMENT:**

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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.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Location notices in this series document the oil boom on the San Juan and Colorado Rivers in 1908-1909.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23905

4

**TITLE:** Mining maps

**DATES:** 1912-1918; 1950-1982.

**ARRANGEMENT:** Alphabetical by name of individual or corporation who owned the claims.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The mining maps included here are plat or survey maps identifying the various claims of specific individuals or corporations. Most of these maps were recorded in the 1950s, suggesting that these are maps of uranium claims. This series also contains a 1918 map of San Juan County mining districts and two maps for claims located in 1912 and 1916. A few additional maps are dated 1960-1982.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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Maps: Retain in Office permanently after being microfilmed.

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Microfilm duplicate: Retain in Office permanently.

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

Digital image: Retain in Office permanently.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23905

**TITLE:** Mining maps

(continued)

**APPRAISAL:**

Historical Legal

Mining maps identify the location of mining claims owned by various corporations or individuals in San Juan County.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 84250

4

**TITLE:** Mining records

**DATES:** 1891-1914.

**ARRANGEMENT:** Chronological as recorded.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

San Juan County mining record books document the boom and bust of wealth-seekers searching for gold in the late nineteenth century and then for oil in the early twentieth century. While these books contain a variety of mining records, they are dominated by claims or notices of location along the banks of the Colorado and San Juan Rivers. Federal mining law enacted in 1872 provided that valuable mineral deposits in the public domain were free and open to exploration and that the locators of the same were to have exclusive right of possession as long as they complied with federal and local law (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). The first step toward ownership of mineral deposits was the discovery of a potentially productive site and recording the claim or notice of location.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 84250

**TITLE:** Mining records

(continued)

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

**APPRAISAL:**

Historical

San Juan County mining record books document the boom and bust of wealth-seekers searching for gold in the late nineteenth century and then for oil in the early twentieth century.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23583

4

**TITLE:** Mining records index (locations)

**DATES:** 1888-1982.

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The San Juan County recorder created an index to provide reference to notices of location and all other mining records he recorded. This master index provides reference by the name of the mining claim and references notices of location as well as deeds, mining and mineral leases, amendments to notices of location, agreements, assignments, court decrees, liquidations, mortgages, mortgage releases, and affidavits showing proof of labor. Information in the index includes the name of the claim, the name or names of locators or owners, the the kind of document, the date it was filed, and the book and page number where recorded. It sometimes indicates the mining district or township in which the claim is located.

**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:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23583

**TITLE:** Mining records index (locations)

(continued)

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

**APPRAISAL:**

Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 12.

Mining records index provides summary information about mining claims in San Juan County as well as reference to original documents.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23584

4

**TITLE:** Mining records index (locators)

**DATES:** 1955-1994.

**ARRANGEMENT:** Alphabetical by name of locator or owner, thereunder chronological by filing date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The San Juan County recorder created this index to provide reference to notices of location and other mining documents by the names of individuals or corporations locating or owning the claim. Documents referenced in this index include notices of location, maps, deeds, mining and mineral leases, amendments to notices of location, agreements, assignments, court decrees, liquidations, mortgages, mortgage releases, affidavits showing proof of labor, etc. Information provided in the index includes the name or names of locators or owners, the name of the claim, the kind of document, the date it was filed, and the book and page number where recorded. It sometimes indicates the mining district or township in which the claim is located.

**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:**

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Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23584

**TITLE:** Mining records index (locators)

(continued)

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

**APPRAISAL:**

Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 12.

This mining records index provides summary information about mining in San Juan County as well as reference to original mining documents.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23400

3

**TITLE:** Miscellaneous records

**DATES:** 1884-1954.

**ARRANGEMENT:** Chronological by date recorded.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks. The San Juan County recorder used miscellaneous record books for a variety of records. The following books contain the following kinds of records: Miscellaneous Book B is dominated by mining records, including many location notices, affidavits showing proof of labor, and the by-laws of many mining districts. In addition, this book contains mortgages, homestead certificates, deeds, and agreements. Miscellaneous Book L is likewise dominated by mining records, including many notices of location and affidavits showing proof of labor. Other documents include Bishop's certificates, horse pedigrees, leases, agreements, and bills of sale. Miscellaneous Book T continues with many mining records of all kinds. It also contains numerous military discharges for World War I veterans, as well as deeds, and oil leases. Book T 1 and books thereafter contain a wider variety of documents and are not primarily mining records. Some of these records include deeds of all kinds, agreements, court decrees, leases, assignments, affidavits showing proof of labor, chattel mortgage releases and etc. Books T 4 and T 5 also contain many military discharges for World War II veterans. Book T 6 is almost exclusively oil and gas leases.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1991.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23400

**TITLE:** Miscellaneous records

(continued)

**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.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 13.

These are legal instruments required to be recorded and maintained by the county recorder.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23401

3

**TITLE:** Mortgage records

**DATES:** 1898-1952.

**ARRANGEMENT:** Chronological, thereunder alphabetical by book and letter numerical by page number

**TOTAL VOLUME:** 1.70 cubic feet.

**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) (1995)). 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 until microfilmed.

**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:** San Juan County (Utah). County Recorder

**SERIES:** 23401

**TITLE:** Mortgage records

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14772

3

**TITLE:** Mortgagee/mortgagor indexes

**DATES:** 1883-

**ARRANGEMENT:** Chronological by surname

**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) (1995)). 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."

**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.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6682

4

**TITLE:** Official records

**DATES:** i 1919-

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

**TOTAL VOLUME:**

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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: For records prior to and including 1983. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6682

**TITLE:** Official records

(continued)

Digital image: Retain in Office permanently.

**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:** San Juan County (Utah). County Recorder

**SERIES:** 6181

3

**TITLE:** Official records index

**DATES:** 1952-1954.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services or repairs provided by an agency.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23537

1

**TITLE:** Oil and gas leases

**DATES:** 1946-1951.

**ARRANGEMENT:** Chronological, thereunder numerical by page and entry numbers.

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain until microfilmed.

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24066

3

**TITLE:** Ownership plat maps

**DATES:** 1900-

**ARRANGEMENT:** Numerical by township, range, and township

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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 (1995)).

**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.

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until microfilmed.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 24066

**TITLE:** Ownership plat maps

(continued)

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 17.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 22839

3

**TITLE:** Plat map book

**DATES:** unknown

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains plat maps from San Juan County.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23535

3

**TITLE:** Power of attorney records

**DATES:** 1898-1936.

**ARRANGEMENT:** Chronological, thereunder numerical by page and entry number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document recorded powers of attorneys.

**RETENTION:**

Retain until microfilmed.

**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.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 18.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23535

**TITLE:** Power of attorney records

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83186

4

**TITLE:** Proof of labor index

**DATES:** 1957-1994.

**ARRANGEMENT:** Alphabetically grouped by name of claim, thereunder chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The San Juan county recorder has created a separate index to affidavits showing proof of labor for mining claims. Federal mining law provides private parties the right to mine valuable mineral deposits on public land, but in order to patent a claim, the law requires the claimant to do development work. Utah law requires locators to do at least \$50 worth of work within 90 days after posting the location notice, and at least \$100 worth of labor annually as required by federal law. Utah law also requires an affidavit to be filed in the office of the county recorder upon completion of such work. Such affidavits show the name of the claim and where situated, the number of days' work done and the character and value of improvements, the dates labor was performed and for whose benefit, and a statement of the actual amount paid for the labor or improvements (Utah Code Annotated, 1953, 40-1-6). The San Juan County recorder's index to proof of labor affidavits provides the following information: the name of the claim, the names of locators, the names of persons whose signatures appear on the affidavit, the date filed, and the book and page number where recorded.

**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.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 83186

**TITLE:** Proof of labor index

(continued)

**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 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 12.

The proof of labor index provides summary information about labor on mining claims in addition to reference to the original affidavits.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23832

1

**TITLE:** Recorded (miscellaneous)maps

**DATES:** ca. 1890-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain permanently.

**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.

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 6157

3

**TITLE:** Robert W. Morgan estate index

**DATES:** 1890-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23904

1

**TITLE:** Scheley water decision maps

**DATES:** 1900-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are copies of state engineer document decision of the priority of water rights within in San Juan. They are used for reference purposes.

**RETENTION:**

Retain permanently.

**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.

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23831

3

**TITLE:** Subdivision maps

**DATES:** ca. 1950-

**ARRANGEMENT:** Numerical by subdivision number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). 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 (1995)).

**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.

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23831

**TITLE:** Subdivision maps

(continued)

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 24.

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23532

3

**TITLE:** Tax deed records

**DATES:** 1924-1943.

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

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (1995)) and records for property not sold (UCA 59-2-1351.3(1) (1995)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (1995)).

**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.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23532

**TITLE:** Tax deed records

(continued)

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 15, Item 25.

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23413

3

**TITLE:** Transcript of Lands

**DATES:** 1908-1970.

**ARRANGEMENT:** Chronological, thereunder numerical by page number

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This volume documents state lands in San Juan County authorized by the Utah Secretary of State to be sold to private parties. It is divided into two sections. The first section contains the signed authorization of the Secretary of State while the second section contains patents and certificates of sale. The volume includes the date and signature of the Secretary of State authorizing the sale of state lands listing legal descriptions of specific tracts of land indicating the disposition of sale proceeds (i.e., deaf and blind schools) and detailing the actual land sales indicating date sold, purchaser's name, purchase price, certificate number, legal description, and recordation information.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2001.

**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:** San Juan County (Utah). County Recorder

**SERIES:** 23413

**TITLE:** Transcript of Lands

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the record's administrative and historical value of documenting property ownership in San Juan County.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 14773

3

**TITLE:** Water claims indexes

**DATES:** 1883-

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

These are indexes to 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.

**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.

**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)

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23529

3

**TITLE:** Water notices (claims) and index

**DATES:** 1914-1950.

**ARRANGEMENT:** Numerical by entry number

**TOTAL VOLUME:**

**DESCRIPTION:**

These records contain the official records of recorded water notices. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases.

**RETENTION:**

Retain until microfilmed.

**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.

**APPRAISAL:**

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

**AGENCY:** San Juan County (Utah). County Recorder

**SERIES:** 23529

**TITLE:** Water notices (claims) and index

(continued)

**PRIMARY CLASSIFICATION:**

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