

Retention and Classification Report

Agency: Box Elder County (Utah). County Recorder (93)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
435-734-2031

Records Officer

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AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6292

4

TITLE: Abstracts records

DATES: i 1873-1978.

ARRANGEMENT: Numerical according to 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:

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

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 19512

3

TITLE: Central Pacific Railroad right of way plans

DATES: 1939.

ARRANGEMENT: Chronological

DESCRIPTION:

Records pertaining to the granting of right-of-way to utilities, railroads, etc. over county roads or other property. Primarily these are survey and right of way maps for the Central Pacific Railroad track from the Box Elder -Weber County line through Promontory to the Nevada line. A 1906 map of the Central Pacific Railroad in Weber and Box Elder Counties is included.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).
Detailed drawings of the railroad lines are a useful historical record.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6084

3

TITLE: Deed index

DATES: 1924-1968.

ARRANGEMENT: None

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6285

3

TITLE: Deed indices & bonds

DATES: undated

ARRANGEMENT: None

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 until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Official records, GRS-305.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6285

TITLE: Deed indices & bonds

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012)

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6291

4

TITLE: Deeds

DATES: i 1883-1980.

ARRANGEMENT: Numerical according 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.

FORMAT MANAGEMENT:

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

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6289

4

TITLE: Fee and entry books

DATES: i 1888-

ARRANGEMENT: Numerical by document number

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84094

4

TITLE: Grantor and grantee indexes

DATES: i 1969-1986.

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

DESCRIPTION:

These records are used to index all deeds, final judgements, claims, patents, or decrees partitioning or affecting the title or possession of real property in Box Elder 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:

Microfilm master: Retain in State Archives permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 85275

4

TITLE: Indian land records

DATES: i 1884-1930.

ARRANGEMENT: none

DESCRIPTION:

A register that lists land within the given county by location. Each section of property has a description and remarks of the surveyor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1884 through 1930. Retain in State Archives permanently.

Microfilm master: For records beginning in 1884 through 1930. Retain in State Archives permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 3661

3

TITLE: Land records book

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84096

4

TITLE: Lien registers

DATES: i 1907-1952.

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

DESCRIPTION:

Liens are kept by the county recorder to register instruments affecting property of a debtor if a creditor holds or sells that property liens serve as security of payment of a debt. The record indicates entry number; name and address of person filing lien; nature of the lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6154

4

TITLE: Military discharges

DATES: 1944-1952.

ARRANGEMENT: According to branch of service, thereunder chronological.

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 discharges contain a wide range of personal information, as well as military service and discharge information. Most veterans brought their papers to be recorded soon after discharge. However, in some cases, years elapsed between the actual discharge and the date of recording. This is particularly true for World War I veterans whose discharges are prominent in this series during the 1950s.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1944 through 1952. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1944 through 1952. Retain in State Archives permanently after microfilming.

Microfilm duplicate: For records beginning in 1944 through 1952. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 18133

4

TITLE: Mining notices of location

DATES: 1907-1950.

ARRANGEMENT: Chronological by date filed

DESCRIPTION:

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mining records and indexes, GRS-301.

AUTHORIZED: 09-01-1991

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:

These records have historical, and/or legal value(s). 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: Box Elder County (Utah). County Recorder

SERIES: 84097

4

TITLE: Mining records

DATES: 1871-

ARRANGEMENT: Chronological by date filed.

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. Other records include mineral certificates, affidavits of ownership, mining leases, and options to purchase. 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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84097

TITLE: Mining records

(continued)

APPRAISAL:

These records have historical, and/or legal value(s).
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: Box Elder County (Utah). County Recorder

SERIES: 6143

4

TITLE: Mining records indexes

DATES: 1871-1873, 1885-1973.

ARRANGEMENT: Chronological, thereunder alphabetical

DESCRIPTION:

This alphabetical index for mining records was created by the Box Elder County Recorder to facilitate access to the Mining Records and Mining Notices of Location. 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. Beginning with Book D1, the index contains two sections, the direct and the inverse. The direct section is alphabetical by the name of the locator or grantor while the inverse section is alphabetical by the name of the claim or grantee. These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09-01-1991

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:

These records have historical, and/or legal value(s). 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: Box Elder County (Utah). County Recorder

SERIES: 6143

TITLE: Mining records indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 24275 3

TITLE: Miscellaneous record books

DATES: 1876-

ARRANGEMENT: Chronological, thereunder alphanumerical by book letter and page number

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Miscellaneous records and index, GRS-302.

AUTHORIZED: 09-01-1991

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:

These records have historical value(s).

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 24275

TITLE: Miscellaneous record books

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6287

3

TITLE: Mortgagee/mortgagor indexes

DATES: undated

ARRANGEMENT: None

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mortgage records and indexes, GRS-304.

AUTHORIZED: 09-01-1991

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.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6287

TITLE: Mortgagee/mortgagor indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 6165

4

TITLE: Mortgages

DATES: i 1880-1977.

ARRANGEMENT: chronological by recording date

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. Film linked to this series may include chattel mortgages as well.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mortgage records and indexes, GRS-304.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

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

PRIMARY DESIGNATION:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 7132

4

TITLE: Official records

DATES: i 1893-

ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1912 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 State Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Official records, GRS-305.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then return original instrument to owner.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

Computer data files: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 7132

TITLE: Official records

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

By statute these records are both permanent and are open to the public.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 17649

3

TITLE: Plat maps

DATES: 1943-

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Ownership plat maps, GRS-306.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Maps: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

While ownership plats are retained only until they are superseded, periodically retaining plat maps will provide a valuable historical record of property ownership.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 17649

TITLE: Plat maps

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 23098

3

TITLE: Subdivision plats

DATES: 1893-

ARRANGEMENT: Alphabetical by subdivision

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Subdivision maps, GRS-313.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 23098

TITLE: Subdivision plats

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 13132

3

TITLE: Tract index to towns

DATES: 1938-1986.

ARRANGEMENT: Chronological

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical, and/or legal value(s).

This series has permanent value as a continuous record of property ownership.

PRIMARY DESIGNATION:

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

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 13075

3

TITLE: Unredeemed tax sale records

DATES: 1896-1920.

ARRANGEMENT: Chronological.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County (Utah). County Recorder

SERIES: 84092

4

TITLE: Water records

DATES: i 1880-1975.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

The water deeds, registered with the recorder, show water allotments within the county and their ownership. The record includes information about appropriation of water showing entry number; application number, certificate number; names of grantor and grantee; amount of water granted; point of diversion; purpose of water use; conditions governing use; signature of state engineer; and signature of county recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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