Retention and Classification Report

Agency: Salt Lake County (Utah). County Surveyor (973)

Salt Lake County Government Center
2001 South State Street #N1500
Salt Lake City, UT 84190

Records Officer

82709	Field books
82947	Original survey notes
04388	Plat map books
84010	Recorded surveys

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 82709 3
TITLE: Field books
DATES: 1890-
ARRANGEMENT: Numerical by book number, thereunder by page number

ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Field books are notes taken of monumentation in the field.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 Agency Record Center permanently.

Microfilm master: Retain in County Archives permanently.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 82947 3
TITLE: Original survey notes
DATES: [ca. 1870]-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the original field books, notes, and maps made for road surveys in Salt Lake County, c. 1870-1900. These books contain the original survey notes and measurements by surveyors. They are used to create maps and diagrams for specific projects and to update reference sheets. They include township, section, range, survey measurements, elevations, and grade with some sketches of area and notes regarding the project.

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 17, Item 5.

AUTHORIZED: 07/11/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in County Archives permanently.

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

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 82947
TITLE: Original survey notes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 4388 3
TITLE: Plat map books
DATES: 1915-
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

These plat maps contain information pertaining to name of owner, township, range, section, and block numbers.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in County Archives permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 84010 3
TITLE: Recorded surveys
DATES: 1987-
ARRANGEMENT: Numerical by plat number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are private surveys by professional land surveyors made within Salt Lake County that establish or reestablish any private property boundary monument. The surveyor is required to file a map of the survey within ninety days of the establishment or reestablishment of the boundary monument. The survey maps are required to show: location of survey by quarter section and township and range; the date of the survey; the scale of drawing and north point; the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's seal or stamp; and the surveyor's name and address. The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17).

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 17, Item 9.

AUTHORIZED: 10/22/2009

AGENCY: Salt Lake County (Utah). County Surveyor

SERIES: 84010
TITLE: Recorded surveys

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in County Archives permanently.

Digital image: Retain in Office permanently.

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

APPRAISAL:

Administrative Historical
This retention is based on UCA 17-23. These surveys are required to be recorded by the county surveyor and are required to be permanent. A surveyor could have his license revoked for not registering these surveys.

PRIMARY CLASSIFICATION:

Public