

## Retention and Classification Report

**Agency:** Daggett County (Utah). County Recorder (291)

Daggett County Courthouse  
95 North 100 West, P.O. Box 219  
Manila, UT 84046  
435-784-3154

**Records Officer:** \_\_\_\_\_

30007	Abstract records
17551	Fee and entry books
17552	Grantor and grantee indexes
83798	Official records
30015	Official surveys and plats
17554	Redemption certificates

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

**SERIES:** 30007

3

**TITLE:** Abstract records

**DATES:** 1956-

**ARRANGEMENT:** Numerical by section, thereunder by township, thereunder by range.

**DESCRIPTION:**

These records document the history of land ownership in Daggett County and record the change of ownership over time. Records are kept in accordance with Utah statute, which requires that the records be kept permanently and public (Utah Code 17-21-1 (2015)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records document the history of land-ownership in the county and the legal rights to property.

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

**SERIES:** 30007

**TITLE:** Abstract records

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 17-21-1 (2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

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

**SERIES:** 17551

3

**TITLE:** Fee and entry books

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-06-2018

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 17552

3

**TITLE:** Grantor and grantee indexes

**DATES:** 1985-

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

**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)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 17552

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83798

4

**TITLE:** Official records

**DATES:** i 1956-

**ARRANGEMENT:** Numerical by book number, thereunder numerical by entry number

**DESCRIPTION:**

These are the official records recorded with the county recorder. They include deeds, mortgages, mining records, military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, water records, leases, liens and etc. All recorded documents are currently compiled together as the official record, however in the past various types of documents were filed separately.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1956 through 2006.  
Retain in Office permanently.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

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

**SERIES:** 83798

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 30015

3

**TITLE:** Official surveys and plats

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name of plat.

**DESCRIPTION:**

These are the official plats recorded by the county recorder by statute. They include: boundary maps, zoning plats, annexation plats, road dedication plats, section breakdown plats, water district plats, sewer district plats, and miscellaneous official plats.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records document the history of land-ownership in the county and the legal rights to property.

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

**SERIES:** 30015

**TITLE:** Official surveys and plats

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 17-21-1 (2014).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2020.

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

**SERIES:** 17554

3

**TITLE:** Redemption certificates

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These certificates are issued by the county treasurer for money received in payment of delinquent real property taxes and have been recorded by the county recorder. They include serial number of property, name of owner, address, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total of tax due, including penalty and interest.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-03-2018

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

**SERIES:** 17554

**TITLE:** Redemption certificates

(continued)

**PRIMARY DESIGNATION:**

Public