

Retention and Classification Report

Agency: Millard County (Utah). County Recorder (653)

Millard County Courthouse
50 South Main
Fillmore, UT 84631
435-743-6210

Records Officer: _____

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AGENCY: Millard County (Utah). County Recorder

SERIES: 2927

3

TITLE: Abstract books

DATES: 1872-

ARRANGEMENT: Numerical by section, township, and range

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) (1990)). They contain the date and character of the instrument, book and page, entry number, and legal description.

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13175

3

TITLE: Annexation maps

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are maps of incorporated areas annexed by municipalities. Upon the annexation of the territory a requirement is to immediately file "a transparent, reproducible plat or map" in the office of the county recorder, "together with a certified copy of the resolution or ordinance declaring the annexation" (UCA 10-2-415(4a) (1990)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Property annexation records, GRS-291.

AUTHORIZED: 03-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13176

3

TITLE: Condominium filings and indexes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The county recorder is required to maintain an index "whereby the record of each condominium project contains a reference to the declaration, each conveyance of, lien against, and all other instruments referring to a unit affected by such declaration, and the record of each conveyance of, lien against, and all other instruments referring to a unit shall contain a reference to the declaration of the property of which the unit is a part" (UCA 57-8-12(2) (1990).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Condominium filings and indexes, GRS-293.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13177

3

TITLE: Condominium maps

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are "standard size original linen maps made by a registered Utah land surveyor," recorded with the county recorder. They include "a description of the surface of the land included within the project, including all angular and linear data along the exterior boundaries of the property . . . linear measurements and location, with reference to the exterior boundaries, of building or buildings . . . diagrammatic floor plans . . . description or delineation of the boundaries of the unit or convertible space . . . a distinguishing number or other symbol for every physical unit identified on the record of survey map; . . . to the location and dimensions of all easements appurtenant to the land included in the project; the 'convertible space' for each space" (UCA 57-8-13(1) (1990).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Condominium plats, GRS-294.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Millard County (Utah). County Recorder

SERIES: 13177

TITLE: Condominium maps

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13189

3

TITLE: Federal tax lien notices and certificates of discharge

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1990)). "The certificate of discharge of any tax lien issued by the collector of internal revenue, or other proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1990)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1990)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1991)).

RETENTION:

Retain for 18 month(s) after final action or until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County certificates of discharge, GRS-296.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after expiration of lien or 7 1/2 years after filing and then destroy.

AGENCY: Millard County (Utah). County Recorder

SERIES: 13189

TITLE: Federal tax lien notices and certificates of discharge

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83674

4

TITLE: Fee and entry books

DATES: i 1880-

ARRANGEMENT: Alphabetical by book letter, thereunder chronological
DESCRIPTION:

These books record all legal instruments filed with the county recorder in the entry book to show date of original filing and may also have a fee 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:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 13178

3

TITLE: General filing index

DATES: undated

ARRANGEMENT:

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.

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.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13179

3

TITLE: Miscellaneous records and index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1990)).
The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION:

Retain 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 with authority to weed.

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

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13180

1

TITLE: Monthly report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This monthly report certifies the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report to the county commission. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected and sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 7065

4

TITLE: Official records

DATES: i 1916-

ARRANGEMENT: Numerical by book and page.

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:

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 with authority to weed.

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

Digital image: Retain in Office permanently.

AGENCY: Millard County (Utah). County Recorder

SERIES: 7065

TITLE: Official records

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: Millard County (Utah). County Recorder

SERIES: 6839

3

TITLE: Official records alphabetical index

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a computer index to all legal instruments recorded with the county recorder. It includes the name of grantor, grantee, mortgagee, mortgager, etc.

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: Millard County (Utah). County Recorder

SERIES: 13181

3

TITLE: Professional certificates and indexes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are professional certificates recorded with the county recorder. They may include medical and bishop certificates. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate.

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.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13182

3

TITLE: Real estate judgment records and indexes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are recorded "certified copies of final judgments or decrees partitioning or affecting the title or possession of real property." The recorder is required to record "when filed with him for that purpose" in "the record of deeds" (UCA 17-21-10 (1990)). The index is required to be divided into seven columns headed, respectively: judgment debtors, judgment creditors, amount of judgment, where recovered, when recovered, when transcript filed, and when judgment satisfied (UCA¹⁷⁻²¹⁻⁶⁽¹⁰⁾ (1990)).

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.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13183

3

TITLE: Redemption certificates

DATES: undated

ARRANGEMENT:

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 permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13184

1

TITLE: Returned or undelivered instruments

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These original records are those which were returned to the recorder's office as undeliverable by the postal service, or the office was unable to locate the owner. They are only maintained as evidence that the original was not received by owners.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13185

1

TITLE: Subdivision index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is an index to subdivisions within the county (UCA 17-21-6(7) (1990)). It includes the name of the subdivision, location, and map file number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13186

1

TITLE: Subdivision maps

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-26; 57-5-3 (1990)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1990)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13187

3

TITLE: Tax sale records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes. The deeds show the date, property description, names of purchasers and delinquent owner, and date of sale. Until the repeal of the pertinent statute in 1939, "tax sale records were transmitted and kept in the county recorder's office," and the "recorder's copy was "considered the official record of tax sales" (R.S. 80-10-65 (1933).

RETENTION:

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 permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 13188

1

TITLE: Uniform commercial code filings

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-40(a) (1990)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Millard County (Utah). County Recorder

SERIES: 83458

3

TITLE: Waddell's abstract sections

DATES: undated

ARRANGEMENT: Numerical by section, township, and range

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:

Permanent. Retain for 20 year(s)

DISPOSITION:

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 for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

This retention is based

PRIMARY DESIGNATION:

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