

## Retention and Classification Report

**Agency:** Morgan County (Utah). County Recorder (661)

Morgan County Courthouse  
48 West Young Street, P.O. Box 886  
Morgan, UT 84050  
435-829-3277

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

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

**SERIES:** 14239

3

**TITLE:** Abstract records

**DATES:** 1887-

**ARRANGEMENT:** Numerical by book, thereunder alphanumerical by township, range and section  
**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 27803

1

**TITLE:** Dedication plats

**DATES:** 2011-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are recorded dedication plat maps showing subdivision, roads, etc., which have been approved by the cities and the county. Records include dedication plat maps of approved subdivisions, roads, annexations, etc.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11877

3

**TITLE:** Deeds book

**DATES:** 1870-

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1936 through 1940. Retain in State Archives permanently with authority to weed.

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

**SERIES:** 11877

**TITLE:** Deeds book

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14965

3

**TITLE:** Grantor and grantee indexes

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by surname

**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) (1994)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1994)).

**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 Office permanently.

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

**SERIES:** 14965

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14963

3

**TITLE:** Mining records

**DATES:** 1905-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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:**

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 Office permanently.



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

**SERIES:** 14963

**TITLE:** Mining records

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14964

3

**TITLE:** Mortgagee/mortgagor indexes

**DATES:** 1910-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are alphabetical indexes to mortgage records which are recorded as part of Official Records.

**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 Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 6982

4

**TITLE:** Official records

**DATES:** i 1977-

**ARRANGEMENT:** Numerical according to book number, thereunder chronological according to date of entry.

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: 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:** Morgan County (Utah). County Recorder

**SERIES:** 6982

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29037

1

**TITLE:** Ordinances

**DATES:** 1862-

**ARRANGEMENT:**

**DESCRIPTION:**

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

**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:**

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the county.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2017.

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

**SERIES:** 27802

1

**TITLE:** Plat maps by section, township, and range

**DATES:** 2007-

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

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Maps: Retain in Office until superseded and then destroy.

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

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

The plat maps show property ownership and are updated when ownership changes. The record copy is the current paper copy. Once each year the recorder will create a microfilm and digital copy of the plat maps to preserve a historical record of property ownership.

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

**SERIES:** 27802

**TITLE:** Plat maps by section, township, and range

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27804

1

**TITLE:** Plat maps of subdivisions

**DATES:** 2007 -

**ARRANGEMENT:** alphabetic

**DESCRIPTION:**

These are plat maps showing property ownership and property lines of sub divisions 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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 until superseded and then destroy.

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

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

The plat maps show property ownership and are updated when ownership changes. The record copy is the current paper copy. Once each year the recorder will create a microfilm and digital copy of the plat maps to preserve a historical record of property ownership.



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

**SERIES:** 27804

**TITLE:** Plat maps of subdivisions

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 11876

3

**TITLE:** Powers of attorney index

**DATES:** 1870-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2011)).

**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

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

**SERIES:** 27805

1

**TITLE:** Surveys

**DATES:** 1988-

**ARRANGEMENT:** numeric by the number given when filed

**DESCRIPTION:**

These are created to keep a back up of surveys filed in the recorder's office. The surveys are used for administrative and legal purposes. May include maps.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public