Retention and Classification Report

Agency: Sanpete County (Utah). County Recorder (857)

Sanpete County Courthouse
160 North Main, P.O. Box 129
Manti, UT 84642
435-835-2181

Records Officer: _____

13057	Abstract records
13058	Annexation maps
13059	Condominium filings and indexes
13060	Condominium maps
13062	Federal tax lien notices and certificates of discharge
13063	Fee and entry books
13064	General filing index
13065	Grantor and grantee indexes
13066	Military service records and index
13067	Miscellaneous records and index
13068	Monthly report
13472	Mortgage discharges
07068	Official records
04958	Plat maps
13069	Powers of attorney index
13070	Professional certificates and indexes
13071	Subdivision maps
13072	Tax sale records
13074	Uniform commercial code filings

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13057 3
TITLE: Abstract records
DATES: undated
ARRANGEMENT: Numerical by book number, thereunder by page number
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 with authority to weed.

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

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

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13057
TITLE: Abstract records

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13058 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 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13059 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: Sanpete County (Utah). County Recorder

SERIES: 13060 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: Sanpete County (Utah). County Recorder

SERIES: 13060
TITLE: Condominium maps

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13062 3
TITLE: Federal tax lien notices and certificates of discharge
DATES: 1970-
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 7 year(s) or until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13062
TITLE: Federal tax lien notices and certificates of discharge

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13063 3
TITLE: Fee and entry books
DATES: undated
ARRANGEMENT:
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 permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13064 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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13065 3
TITLE: Grantor and grantee indexes
DATES: 1880-
ARRANGEMENT: Alphabetically by surname of grantor or grantee
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) (1990). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (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.

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

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

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13065
TITLE: Grantor and grantee indexes

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13066 3
TITLE: Military service records and index
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are "honorable military discharges, . . . any and all orders, citations, and decorations of honor to any person while he was in the military" is recorded with the county recorder (UCA 17-21-14 (1990)). An alphabetical name index is also maintained.

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13067 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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13068 1
TITLE: Monthly report
DATES: 1950-
ARRANGEMENT: Chronological
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: Sanpete County (Utah). County Recorder

SERIES: 13472 3
TITLE: Mortgage discharges
DATES: 1889-
ARRANGEMENT: Numerical by book number
DESCRIPTION:

These are legal instruments recorded by the county recorder of "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)). These records are the discharges of the mortgages.

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 with authority to weed.

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

PRIMARY DESIGNATION:

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

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 7068 4
TITLE: Official records
DATES: i 1878-
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. 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 States Military discharges, affidavits, powers of attonrey. 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 Chrits of Latter-day Saints.

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 State Archives permanently after microfilming.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: 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: Sanpete County (Utah). County Recorder

SERIES: 7068
TITLE: Official records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 4958 1
TITLE: Plat maps
DATES: ca. 1900-
ARRANGEMENT: Alphanumerical.
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 (1990)).

RETENTION:

Retain until superseded

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 State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Aperture cards: Retain in State Records Center until superseded and then destroy.

APPRAISAL:

These records have historical value(s).

The plat map book provides a historical snapshot of land ownership in Sanpete County.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13069 3
TITLE: Powers of attorney index
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from," 'to, 'revoked"' (UCA 17-21-6(8) (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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13070 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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13071 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 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13072 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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Sanpete County (Utah). County Recorder

SERIES: 13074 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 (2008)