Retention and Classification Report

Agency: Sevier County (Utah). County Recorder (882)

Sevier County Administration Bldg.
250 North Main
Richfield, UT 84701
435-896-9262

Records Officer: _____

13169	Annexation maps
06032	Assessment index
23429	Federal tax lien index
84261	Fee and entry books
09564	General record index
06102	Grantor and grantee indexes
02886	Greenbelt index
02901	Internal revenue lien filings and releases
22254	Mining placer claims index
84249	Mining records
02890	Miscellaneous index
02837	Mortgagor/mortgagee indexes
13170	Official plat maps
07061	Official records
02858	Oil and gas lease index
02903	Powers of attorney index
13171	Subdivision index
13172	Subdivision maps
22901	Survey maps
03615	Tax sale records
13173	Uniform commercial code filings
02866	Water deeds index
03614	Water records index

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13169 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:

These records are in Archives' permanent custody.

AUTHORIZED: 03-20-2019

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: Retain in State Archives permanently with authority to weed.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13169
TITLE: Annexation maps

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 6032 1
TITLE: Assessment index
DATES: 1895-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

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 State Archives permanently with authority to weed.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 23429 3
TITLE: Federal tax lien index
DATES: 1957-
ARRANGEMENT: Alphabetical by first letter of surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is an indext to 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 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). 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 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (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 certificates of discharge, GRS-296.

AUTHORIZED: 09-01-1991

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: Sevier County (Utah). County Recorder

SERIES: 23429
TITLE: Federal tax lien index

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Sevier County (Utah). County Recorder

SERIES: 84261 4
TITLE: Fee and entry books
DATES: 1888-1938; 1970-1978; 1985-
ARRANGEMENT: Numerical by entry number
DESCRIPTION:

These books record all legal instruments filed with the county recorder. A record of any fee is 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:

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:

Microfilm master: For records beginning in 1888 and continuing to the present. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

AGENCY: Sevier County (Utah). County Recorder

SERIES: 84261
TITLE: Fee and entry books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 9564 3
TITLE: General record index
DATES: 1990-
ARRANGEMENT: Alphabetical by name
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) (1995)). 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:

Permanent. Retain until administrative need ends

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 6102 4
TITLE: Grantor and grantee indexes
DATES: 1872-1897; 1901-1972, 1988-
ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party
DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Sevier County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1872 through 1973. Retain in State Archives permanently after microfilming.

Microfilm master: For records beginning in 1872 through 1973. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

APPRAISAL:

These records have legal value(s).

Grantee and grantor indexes are legally required to be kept permanently (UCA 17-21-6(1)(c)).

AGENCY: Sevier County (Utah). County Recorder

SERIES: 6102
TITLE: Grantor and grantee indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2886 3
TITLE: Greenbelt index
DATES: 1984-
ARRANGEMENT: Chronological, thereunder alphabetical by name
DESCRIPTION:

This is an index of appplications forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)). The are recorded by county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Greenbelt applications, GRS-204.

AUTHORIZED: 08-09-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2886
TITLE: Greenbelt index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2901 3
TITLE: Internal revenue lien filings and releases
DATES: 1984-
ARRANGEMENT: Numerical by entry number
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 permanently

DISPOSITION:

May Transfer to Archives.

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 until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2901
TITLE: Internal revenue lien filings and releases

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 22254 4
TITLE: Mining placer claims index
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

This alphabetical index was created to facilitate access to placer claims and contains information pertaining to mining claim, book and page number.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

APPRAISAL:

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 22254
TITLE: Mining placer claims index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 84249 4
TITLE: Mining records
DATES: 1896-1970
ARRANGEMENT: Chronological by date filed
DESCRIPTION:

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Mining records contain notices of location which provide the name of claim, locators, locations, legal description, and the mining district; proofs of labor which record the work performed at each mine annually; and deeds which record information affecting the title to the mining property. Until the law changed in 1897 mining districts in Utah had the option of electing their own mining district recorder. Many of the larger districts within Utah chose to elect their own recorders while claims and other records within smaller mining districts or in unorganized areas were filed with the county recorder. Beginning in 1897, all mining records in the county were filed with the county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 84249
TITLE: Mining records

(continued)

APPRAISAL:

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2890 3
TITLE: Miscellaneous index
DATES: 1984-
ARRANGEMENT: Chronological, thereunder alphabetical by name
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 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 UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2837 3
TITLE: Mortgagor/mortgagee indexes
DATES: 1900-
ARRANGEMENT: Chronological, thereunder alphabetical by name of mortgagor or mortgagee
DESCRIPTION:

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1990). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

RETENTION:

Permanent. Retain until administrative need ends

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 permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2837
TITLE: Mortgagor/mortgagee indexes

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13170 3
TITLE: Official plat maps
DATES: 1872-
ARRANGEMENT: Numerical by plat number
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 permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 7061 4
TITLE: Official records
DATES: i 1893-
ARRANGEMENT: Numerical by book and page number
DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1915 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 attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also included certificates of appointments for bishops and stake presidents in the Chruch of Jesus Christ of Latter-day Saints.

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: For records beginning in 1987 and continuing to the present. Retain in Office permanently.

Microfilm master: For records beginning in 1915 and continuing to the present. Retain in State Archives permanently.

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

AGENCY: Sevier County (Utah). County Recorder

SERIES: 7061
TITLE: Official records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2858 3
TITLE: Oil and gas lease index
DATES: 1984-
ARRANGEMENT: Chronological, thereunder alphabetical by name.
DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

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.

APPRAISAL:

These records have historical value(s).

These records are historical as they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2858
TITLE: Oil and gas lease index

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2903 3
TITLE: Powers of attorney index
DATES: 1896-
ARRANGEMENT: Chronological, thereunder alphabetical by name
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 until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13171 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 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 UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13172 3
TITLE: Subdivision maps
DATES: 1975-
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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 22901 1
TITLE: Survey maps
DATES: undated
ARRANGEMENT: Numerical by map number
DESCRIPTION:

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:

Maps: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:
Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 3615 3

TITLE: Tax sale records

DATES: 1983-

ARRANGEMENT: Chronological, thereunder numerical

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Recorder

SERIES: 3615
TITLE: Tax sale records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County (Utah). County Recorder

SERIES: 13173 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 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 UCA 17-21-19 (1990)

AGENCY: Sevier County (Utah). County Recorder

SERIES: 2866 3
TITLE: Water deeds index
DATES: 1984-
ARRANGEMENT: Chronological, thereunder alphabetical by name.
DESCRIPTION:

These records index the official records of recorded water claims. The alphabetical index includes name, entry number, book and page recorded, and type of instrument.

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

AGENCY: Sevier County (Utah). County Recorder

SERIES: 3614 3

TITLE: Water records index

DATES: 1896-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water 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 or until microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Sevier County (Utah). County Recorder

SERIES: 3614
TITLE: Water records index

(continued)

PRIMARY DESIGNATION:

Public